



**ABERDEEN**  
**CITY COUNCIL**

[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Business Rates  
Aberdeen City Council  
Business Hub 16  
Marischal College  
Broad Street  
Aberdeen  
AB10 1AB

Phone: 01224 346146  
Fax: 01224 346700  
Email: [businessrates@aberdeencity.gov.uk](mailto:businessrates@aberdeencity.gov.uk)

## Business Rates - Change of Address

You can use this form to let us know if you are moving address. You should only use this form for your business property. We need to know if you are moving out of a property or into a new property. We also need to know some other information.

Please fill in this form and send it back to us at the address shown above.

<b>Section 1 - Your Contact Details</b>			
Forename		Telephone No.	
Surname		Email Address	
Company Name (if relevant)		Address to which we should send correspondence	
<b>Section 2 - Your Old Address</b>			
What is the address you are moving out of?			
Your account number (this will be in your most recent bill)			
What is the date you moved out of the property?			
Did you own the property or was it leased?	Owned <input type="checkbox"/>	Leased <input type="checkbox"/>	
Do you still own the property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If it was leased, what was the day your lease ended? (this may not be the same date that you moved out)			
Was the property empty at any time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, when was it empty?			
If you have sold the property, please give the name of the selling solicitor			
Please give us the name of the new owner			
If you leased the property, please tell us who your landlord was			

### Section 3 - Your New Address

What is the address you are moving into?	
What is the date you moved into the property?	
Have you bought the property or is it leased?	Bought <input type="checkbox"/> Leased <input type="checkbox"/>
If you have leased the property, when did your lease start? (this may not be the same date that you moved in)	
What is the name and address of your landlord?	
If you bought the property please give the name of the purchasing solicitor	
Was the property empty at any time?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please give us the dates	
Did you move in any stock or equipment before moving to the new property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, what did you move in?	
What date did you move in these items?	

You may be entitled to a reduction in the amount of rates you have to pay for this property. Details of reductions and how to apply are also given on our website at our Business Rates page.

### Section 4 - Declaration

Before signing and returning this form, please read the following:

- The information I have given on this form is correct and complete
- I give you permission to make any enquiries to check the information on this form
- I give you permission to use the information, in line with the Data Protection Act 1998.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Please now return the form to us at:

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