

# Business Rates Change of Address



[www.aberdeencity.gov.uk/services/business-and-licensing](http://www.aberdeencity.gov.uk/services/business-and-licensing)

## Information

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 using the contact details shown on reverse.

### Section 1 – Your Details

Forename \_\_\_\_\_

Surname \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Postcode: \_\_\_\_\_

Your position in the organisation \_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

### Section 2 – Your Old Address

What is the address you are moving out of? \_\_\_\_\_

Postcode: \_\_\_\_\_

Your Account number \_\_\_\_\_

(also found on your business rates bill)

What is the date you moved out of the property? \_\_\_\_\_

Did you own the property or was it leased?  Owned  Leased

Do you still own the property?  Yes  No

If it was leased, what was the day your lease ended? \_\_\_\_\_

(this may not be the same date that you moved out)

If you leased the property, please tell us who your landlord was.

Was the property empty at any time?  Yes  No

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.

### Section 3 – Your New Address

What is the address you are moving into? \_\_\_\_\_

Postcode: \_\_\_\_\_

What is the date you moved into the property? \_\_\_\_\_

Have you bought the property or is it leased?  Bought  Leased

If have leased the property, when did the lease start? \_\_\_\_\_

(this may not be the same date that you moved in)

What is the name and address of your landlord? \_\_\_\_\_

Postcode: \_\_\_\_\_

If you bought the property, please give the name of the purchasing solicitor.

Was the property empty at any time?  Yes  No

If 'Yes', when was it empty? \_\_\_\_\_

Did you move in any stock or equipment before moving to the new property?  Yes  No

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: -

[www.aberdeencity.gov.uk/services/business-and-licensing/pay-business-rates](http://www.aberdeencity.gov.uk/services/business-and-licensing/pay-business-rates)

### Section 4 – Declaration

I declare that the information on this application is true and correct. The Council will verify information on this form with other sources as allowed by law. I undertake to inform you of any change in circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

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

Print Name \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

**Your Data** - The Council collects and administers Business Rates (Non-Domestic Rates) as part of our public task, as the designated rating Authority under the terms of the Local Government (Scotland) Act 1994 (Section 30).

We share information with the Sheriff Officer, the Grampian Assessor, HMRC, the Scottish Government and other local authorities all as allowed by law.

More information about how we use and manage your information is available on our website at: [www.aberdeencity.gov.uk/your-data/privacy-notice/your-data-business-rates](http://www.aberdeencity.gov.uk/your-data/privacy-notice/your-data-business-rates). This page also has links to further information about your rights, and who to contact if you have a complaint about how we use your data.

**Please return this form (either by post or by e-mail) to:**

Aberdeen City Council, Business Rates Team, Business Hub 16, Marischal College, Broad Street, Aberdeen AB10 1AB or e-mail: [businessrates@aberdeencity.gov.uk](mailto:businessrates@aberdeencity.gov.uk)

If you have any enquiries about this form or wish further information, please contact us using the above details or by telephone on 01224 346146