

Revenues and Benefits  
PO Box 238  
Stanley  
County Durham  
DH8 1FP

Telephone: 03000 268 997  
Email: [businessrates@durham.gov.uk](mailto:businessrates@durham.gov.uk)

NDMOVE



**Name of Vacating Ratepayer**

**Address to which this form relates**

### Business Rates Enquiry Form

The information requested below is required to update your account correctly and transfer the rate account (if applicable) to the correct person/company.  
Please complete and return this form to: Durham County Council, Revenues and Benefits, PO Box 238, Stanley, Co Durham DH8 1FP or scan and email to:- [businessrates@durham.gov.uk](mailto:businessrates@durham.gov.uk).

Confirm date all furniture/equipment/stock removed: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(or date of transfer if business continuing)

Please confirm address for all future post: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Did you own the property: YES  NO  **If NO, please turn over**

If **YES** has it been sold: YES  NO

If **YES**, please confirm date of sale: \_\_\_\_/\_\_\_\_/\_\_\_\_

Confirm name and address of new owner: \_\_\_\_\_  
\_\_\_\_\_

Confirm name and address of your solicitors who dealt with the sale: \_\_\_\_\_  
\_\_\_\_\_

**Continue overleaf**

Was the property rented: YES  NO

If YES has your lease or licence ended or been surrendered: YES  NO

If YES, on what date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If NO, what date is it due to end: \_\_\_\_/\_\_\_\_/\_\_\_\_

State owners/landlords full name: \_\_\_\_\_

State owners/landlords contact telephone number: \_\_\_\_\_

State owners/landlords home/head office address: \_\_\_\_\_

Have you moved to any other non-domestic property within the Durham County Council Area:

YES  NO

If YES, provide full addresses of all properties and dates you started occupying them: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION: I declare that this form is completed correctly, to the best of my knowledge and belief.**

Signature: \_\_\_\_\_

Name (PRINT): \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**For your information: In Line with Data Protection law we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council Services or public organisations if they need it to carry out their legal duties.**

### Resources

Durham County Council, Revenues and Benefits, PO Box 238, Stanley, Co Durham,  
DH8 1FP  
Telephone 03000 268 997