



ADUR, HORSHAM AND MID SUSSEX
DISTRICT COUNCILS WORKING
IN PARTNERSHIP



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Horsham
District
Council

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(Phone calls may be recorded)

Email: revenue@centralsussex.gov.uk
Website: <http://revsandbens.centralsussex.gov.uk>

National Non-Domestic Rates – Vacation Form

Account No.....

Name of ratepayer.....

About the property

Address.....
.....

Date of vacation.....Date property was empty of all furniture/stock (if different).....

New address/address where closing account is to be sent.....
.....

Please note: premises which remain empty for a period in excess of three months may be subject to a 100% charge

If you are/were the owner

Date of completion of sale.....

Name and address of new owner (if known).....
.....

Name and address solicitor dealing with the sale.....
.....

If you are/were renting the premises

Has your tenancy ended Yes/No* Date tenancy ended/is due to end.....

Name and address of owners/agents.....
.....

If your closing account is in credit, which bank account would you like this to be paid to?

Name of account holder.....Band account number.....

Sort code.....

*delete where appropriate

DECLARATION – Warning: deliberately giving false information could lead to prosecution.

I declare that the information I have given on this form is complete and accurate to be best of my knowledge

Signature.....Date.....

Full Name (Block Capitals).....

Daytime Telephone Number.....Email.....

The information given in this form will be used in accordance with the Council's registration under the Data Protection Act 1998 and may be used in the prevention and detection of fraud

Julie Watts
CenSus Revenue Account Manager