

# Business Rates- Vacation Notification

Business Rates Section

Telephone : (01744) 675264

e-mail: [businessrates@sthelens.gov.uk](mailto:businessrates@sthelens.gov.uk)

Write to: St Helens Council-Business Rates, PO Box 10592, Nottingham NG6 6DP



**ST HELENS**  
BOROUGH COUNCIL

**Address of Property** .....

Name of outgoing ratepayer .....

Business Rate Account Number.....

Date property vacated.....

Is the property empty? Yes / No

Address to which amended account/refund should be sent :

.....  
.....  
.....

If you leased the property, please state:

the duration of the lease .....

the expiry date of the lease .....

Name and address of the owner of the property:

.....  
.....  
.....

If you owned the property, please state:

Do you still own the property? .....

If Sold, please state:

the completion date of the sale .....

Name and address of the purchaser .....

.....

Solicitors who dealt with the sale .....

.....

I confirm that the information provided on this form is correct to the best of my knowledge and belief and I will inform the Business Rate Section of any changes to the information provided.

Name..... Signature.....

Capacity of person signing..... Date.....

Daytime Tel. number..... Email address.....

The information provided on this form will be processed in accordance with Data Protection Legislation. It will be treated as confidential and used in the assessment and collection of the National Non-Domestic Rate liability. Under the Councils Liability to protect public funds and to detect and prevent fraud, it may be shared with other Council sections and other relevant bodies (including other Authorities, Police, Government Departments) when you have given consent or when allowed to by law.

