

# National Non Domestic Rates Certificate of Vacation

For completion when moving out

**Account reference**

**Name**

**Property address**

**Telephone number**

**Email**

**Date of moving out stock/furniture**

**Date lease/tenancy ends if different to above**

**Forwarding address**

**Telephone number**

**Email**

**Date of sale (if applicable)**

**Name of purchaser (if known)**

**Solicitors Name**

**Solicitors address**

**Telephone number**

**Email**



If the property was rented, please indicate:

**Owner/agent/landlord's name**

(please specify)

**Owner/agent/landlord's address**

**Telephone number**

**Email**

**New occupiers name**

(if known)

**New occupiers address**

**Telephone number**

**Email**

**Signature**

**Date**

**Please complete, print and return this form as soon as possible to:**

**The Revenues Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ**

**Alternatively click the send button below. This will open your email application and attach as a new message.**

**If you have a query about this form, please use the number below:**

**01279 655261 Ext 7223 or**

**email: [business.rates@hertspartnership-ala.gov.uk](mailto:business.rates@hertspartnership-ala.gov.uk)**

## **Fair Processing Notice - How we collect and use information**

**We will use the information you give in this form and in any supporting evidence you send us, to process and calculate your business rates. We will normally keep your records for up to seven financial years and then they will be destroyed securely.**

In accordance with data protection laws the information you provide as part of your application will be used for the purposes of processing your application. We may share your information with other Council departments and where necessary our affiliated partners for the purposes of fraud protection and to comply with our statutory obligations. Further details about how we handle your information can be found in our privacy policy available here -

For East Herts the link is <https://www.eastherts.gov.uk/dataprotection>

For Stevenage the link is <http://www.stevenage.gov.uk/about-the-council/access-to-information/200156/>

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