



**North Kesteven**  
DISTRICT COUNCIL  
Working in partnership with  
City of Lincoln Council

Revenues & Benefits  
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For office use only
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## BUSINESS RATES – TELLING US ABOUT CHANGES

<b>Property Address</b>	
<b>Property Reference</b>	

### NEW OCCUPIER DETAILS

<b>Liable Party Name and/or Trading Name</b>	
<b>Correspondence Address</b> <i>(if different from property)</i>	
<b>Please provide previous business address and trading name</b> <i>(if different from above)</i>	
<b>Please provide full name and address of property owner or agent</b>	

<b>Occupation Type</b>	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant, if so period of lease	
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<b>Business Type</b>	<input type="checkbox"/> Partnership	<input type="checkbox"/> Public Limited Company
	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Limited Company

<b>Date Property Purchased/Lease Started</b>						
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<b>Date Trading Stock on site</b>						
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<b>Please specify what the property is to be used for</b> <i>e.g. shop, office, salon</i>	
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### PREVIOUS OCCUPIER DETAILS

<b>Account Number</b> <i>(if known)</i>	
<b>Liable Party Name and/or Trading Name</b>	
<b>Forwarding Address</b>	
<b>Contact Telephone Number</b>	

<b>Date Property Sold/Lease Terminated</b>						
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<b>Date Trading Stock Removed</b>						
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**PLEASE TURN OVER**

