

Revenues & Benefits

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E-Mail revenues@lincoln.gov.uk Website www.n-kesteven.gov.uk

For office use only	

BUSIN	ESS RATES – TELLING US ABOUT CHANGES
Property Address	
Property Reference	
NEW COURSE DETAIL	
NEW OCCUPIER DETAI	<u>LS</u>
Liable Party Name	
and/or Trading Name Correspondence	
Address (if different from	
property)	
Please provide previous	
business address and	
trading name (if different from above)	
Please provide full	
name and address of	
property owner or agent	
Occupation Type	Owner Tenant, if so period of lease
Business Type	Partnership Dublic Limited Company
	Sole Trader Limited Company
Date Property Purchased	/Lease Started
Date Trading Stock on sit	e
Please specify what the p	roperty is to be used for e.g. shop,
PREVIOUS OCCUPIER	DETAILS
Account Number	
(if known)	
Liable Party Name	
and/or Trading Name	
Forwarding Address	
Contact Telephone	
Number	
Date Property Sold/Lease	Terminated
Date Trading Stock Remo	oved

end may use the information you have provided on this form for the prevention and detection of fraud The Council may also share this information with other bodies responsible for auditing of administrating public funds for this purpose.  As far as I know, the information given on this form is complete and accurate.  Signature  Full Name (please print)  Capacity of person signing  Contact Telephone No	Contact Telephone No											
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North Kesteven District Council is under a duty to protect the public funds it administers, and to this	end may use the information y The Council may also sha administrating public funds for	ou have pre this in this purpo	orovide nforma ose.	ed on this ation wit	s forr hot	n for the her bo	e pre dies	ventior respo	n and onsib	d dete	ction of	fraud.
	and address of property owner or agent											
, , , ,	Please provide full name											

## Instruction to your bank building society.

Please pay North Kesteven District Council direct debits from the account detailed in this Instruction to the safeguards assured by the direct debit Guarantee. I understand that this Instruction may remain with North Kesteven District Council and, if so, details will be passed electronically to my Bank/Building Society.

Same Banding Goolety.	
SIGNATURE(S):	
DATE:	

## The Direct Debit Guarantee

- All Banks and Building Societies that take part in the Direct Debit Scheme offer this Guarantee. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change North Kesteven District Council will notify you ten working days in advance of your account being debited or as otherwise agreed.
- If North Kesteven District Council or your Bank/Building Society makes an error, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time, by writing to your Bank or Building Society. Please also send a copy of your letter to us.