



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

NATIONAL NON-DOMESTIC RATE

INFORMATION REQUEST

VACATION FORM

Revenues Section
Ribble Valley Borough Council
Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA
Tel: 01200 414451

Property Reference _____ Date Issued / Completed _____

Address of Property:

Date Vacated
(enter date on which goods/equipment were removed from property)

Date Lease / Tenancy Ended
or
Date Property Sold:
(Please delete as appropriate)

Name of vacating occupier:

Correspondence Address:

If you leased / rented the property please provide details of the owner:

Name:
Address:

Contact phone no:

Email:

If you are the owner of the property please provide details:

Full name of owner:

Contact address if different from actual address:

Daytime phone number:

Mobile:

Email:

PTO ...

If the property has been sold, please provide details of the new owner:

Name: Address:	Date of completion of sale:	
	Contact phone no:	
	Email:	

Was this the only Non-Domestic property you or your company occupied in England?
YES / NO (Please delete as appropriate)

If NO – please provide details of all other properties you occupy:

Address:	Rateable Value £
	Date of occupation:

Are you relocating your business to another premises in the Ribble Valley? YES / NO
(Please delete as appropriate)

If YES – please provide details:

Address:	Date purchased / leased / tenancy commenced:	
	Date of Occupation:	

I certify that the information given here is, to the best of my knowledge, true and accurate.

Signature: _____	Date: _____
Name (in capitals): Mr//Mrs/Miss /Ms _____	
Capacity in which signed: _____	Contact Tel No: _____
Email: _____	

After completion please return to:

Head of Revenues
Ribble Valley Borough Council
Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA