

Reporting Changes in Circumstances for Business Rates

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| Use this form to tell us about any changes in circumstances. You will need to print the form and then send it with relevant enclosures to the address at the bottom of the page. | |
| 1. Name(s) of Business | |
| 2. Your Account Reference No. | |
| 3. Your trading address | |
| 4. Postcode | |
| 5. IF VACATING | |
| Date leaving property | |
| Your forwarding address | |
| New occupier's name | |
| If applicable, landlord's name, address and telephone number | |
| If applicable, lease end date | |
| 6. IF OCCUPYING | |
| Date occupying property | |
| Trading name | |
| <i>I declare that the information I have given on this form is complete and accurate to the best of my knowledge. I understand that the Council may check the information given.</i> | |
| Signature: | Date: |
| Contact name: <i>(Please PRINT)</i> | Telephone number: |
| Mobile number: | Fax: |
| Email: | |
| <p><i>When you have completed this form, please return it to:</i></p> <p>Business Rates Section, Local Taxation Unit Reigate & Banstead Borough Council Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH. Tel: 01737 276991/276532 Fax: 01737 276260 Email: business.rates@reigate-banstead.gov.uk</p> | |