



**NON-DOMESTIC RATES CHANGE OF OWNER/OCCUPIER
Moving out form**

Please complete your details in the white boxes below

Name:		Date:	
Contact No.			
Address:		Account Reference:	
		Property Reference:	

Property address:	
Forwarding address for closing account:	
Name and Address of solicitor:	
Date property vacated:	
Business sold as going concern?	

REFUND INFORMATION (FOR BACS REFUND)

Bank Account Sort Code:	
Bank Account Number:	
Bank Account Name:	

Signed:	
Print name:	
Dated:	

Continued over page

PROPERTY SOLD

Completion date:	
Full name of new owner:	
Address:	
Name & address of solicitor (acting for purchaser)	

PROPERTY RENTED

Date lease ended:	
Full name of landlord:	
Address of landlord:	
Contact name for landlord:	
Landlords telephone number:	
Name and address of solicitor: (acting for landlord)	

Privacy Notice

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – processing is necessary for us to comply with the law

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.