

**BUSINESS RATES VACATION FORM**

**Telephone:** 020 8921 5221/5906 Direct Line  
**Switchboard:** 020 8854 8888

**Email:** business-rates@royalgreenwich.gov.uk

**Account Number:**



**Business Rates**  
**2<sup>nd</sup> Floor**  
**The Woolwich Centre**  
**35 Wellington Street**  
**London SE18 6HQ**

**BUSINESS RATES VACATION FORM**

**Address** \_\_\_\_\_  
\_\_\_\_\_

**In order that the correct details may be made in the rate records I would be grateful if you would complete and sign this form**

**DATE OF VACATION** \_\_\_\_\_

**DO YOU STILL HOLD THE LEASE?** \_\_\_\_\_

**IF YES, PLEASE PROVIDE DATE IT IS DUE TO EXPIRE** \_\_\_\_\_

**YOUR LANDLORDS DETAILS** \_\_\_\_\_  
\_\_\_\_\_

**YOUR FORWARDING ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**HAVE ALL THE GOODS AND STOCK BEEN REMOVED** YES/NO (delete as appropriate)

**IF OWNED**  
**NAME AND ADDRESS OF NEW OWNER /OCCUPIER**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF RENTED**  
**NAME AND ADDRESS OF NEW OWNER/OCCUPIER**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_