



Council Offices  
White Cliffs Business Park  
Dover  
Kent CT16 3PF

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Website: www.dover.gov.uk

Contact: Non Domestic Rates Section  
Helpline: (01304) 872195  
e-mail: nndr@dover.gov.uk

NATIONAL NON DOMESTIC RATES  
ADVICE OF VACATING

Payer Reference Number: .....

Property Address : .....

Full Name of Occupier: .....

Date Occupation Ceased: .....  
(ie date goods/equipment were removed )

Date of sale/termination of lease\* .....  
(\*delete as necessary)

New address to where bill is to be sent:  
.....  
.....  
.....  
.....

Are you the rateable occupier at the new address? Yes No \*

If you leased the property please state the name and address of your landlord:  
.....  
.....  
.....

If you are selling or assigning the property please state the name and address of your solicitor:  
.....  
.....  
.....  
.....

Name and previous address of new occupier, if known:

.....  
.....  
.....

Signed: .....

Please Print Name: .....

Dated: .....

Capacity in which signed: .....

PLEASE COMPLETE AND RETURN THIS FORM AS SOON AS POSSIBLE – THANK YOU

*If you have any queries please contact the NNDR section on Dover 872195*