

# Business Rates – Change of address form

Business Rates team  
Council House  
Corporation Street  
Derby City Council  
DE1 2FS



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Email [business.rates@derby.gov.uk](mailto:business.rates@derby.gov.uk)

<b>Name of Ratepayer:</b>	
<b>Trading Name</b>	
<b>If you are a Limited Company, please state company number.</b>	
<b>NNDR PROPERTY REF</b>	

**If you are vacating a property please complete SECTION 1  
If you are moving into a property please complete SECTION 2**

## **SECTION 1**

Address of property you are leaving	
Business Rates Account Number	
Date you are leaving	
Forwarding Address	

### **If you are the tenant or leaseholder:**

What date does your tenancy or lease end?	
Who is the Owner/Landlord of this property?  What is their address?	

<b>If you own the property:</b>	
Please give the date you sold the property:	
Who has purchased the property? What is their address?	

## SECTION 2

Address of property you are moving into	
The date you are moving in	
Please state address for correspondence if different from your property address.	

<b>If you are a tenant:</b>	
When did your tenancy begin?	
Who is the Landlord? What is their address?	

<b>If you own the property:</b>	
Date you purchased the property:	

Name:	Signature:
Date:	
Telephone Number:	
Email Address:	

## Privacy Notice

### How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

### Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from [RBESPrivacyNoticerequest@derby.gov.uk](mailto:RBESPrivacyNoticerequest@derby.gov.uk) or call us on 01332 643194.