

3 About the property you are moving in / have moved in to.

► Only complete this section if you are moving in / have moved in to a property.

What is the address of the property you are moving in / have moved in to?

[Empty text box for address]

Postcode:

Date you occupied the property: [/ /]

Please provide details of what the premises will be used for:

[Empty text box for premises use]

If any alterations have been made to the property please provide details:

[Empty text box for alterations]

Use a separate sheet if necessary.

Regarding the property above - are you the owner? **Leaseholder?** **Tenant?**

**If you are the owner please provide the date the property was purchased; OR
If you are the leaseholder / tenant please provide the date your lease / tenancy started:**

[/ /]

Name and address of the previous owner / leaseholder / tenant of the property:

[Empty text box for previous owner details]

Postcode:

Address for Business Rates to bill to (if different to address moving / moved to above):

[Empty text box for business rates address]

Postcode:

► **Very important!!! – You must now sign and date the declaration below ▼**

DECLARATION :

I / We declare that the information given on this form is complete and accurate to the best of my / our knowledge and belief.

Signature(s): [Empty text box]

Name(s): [Empty text box]

Position(s): [Empty text box]

Date: [/ /] Daytime telephone number: [Empty text box]

(You do not have to supply a telephone number but it would be useful should any queries arise).

E-mail address: [Empty text box]

► Your business will soon be sent a new bill showing how much you owe. (For a simple and convenient method of making payments, please pay by Direct Debit).

► **Once completed and signed send this form to: REVENUES & BENEFITS, HARLOW COUNCIL, CIVIC CENTRE, THE WATER GARDENS, COLLEGE SQUARE, HARLOW, ESSEX CM20 1WG**

How we will use your information

The Council uses your personal information in order to administer and enforce Council Tax under the Local Government Finance Act 1992. This authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.harlow.gov.uk/dme on Harlow Council's website. The Council will also use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.