

Customer and Support Services

Witchburn Road, Campbeltown, Argyll PA28 6JU

Tel: 01586 555249/220 Fax: 01586 553050

e.mail - ndr@argyll-bute.gov.uk

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NON DOMESTIC RATES
PROPERTY OCCUPANCY QUESTIONNAIRE

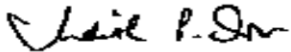
Dear Ratepayer,

I understand that there has been a change in the occupancy of the above 'Subject Address' property.

I would be obliged if you would complete the relevant section(s) of the questionnaire on the reverse of this letter and return the entire form to the address shown above as soon as possible

I look forward to your early reply.

Yours faithfully,



JUDY ORR
HEAD OF CUSTOMER AND SUPPORT SERVICES

N.B PLEASE RETURN BOTH PAGES OF QUESTIONNAIRE

TENANCY INFORMATION

OUTGOING TENANT

INCOMING TENANT

Surname _____

Surname _____

Christian Name(s) _____

Christian Name(s) _____

Company Name _____

Company Name _____

Forwarding Address _____

Forwarding Address _____

Post Code: _____

Post Code: _____

Date Tenancy Ceased: ___/___/___

Date Tenancy Started: ___/___/___

PROPERTY SALE INFORMATION

DATE OF SALE ___/___/___

Name & Forwarding Address
Of New Owner: _____

Name & Address Of Your Solicitor:

EMPTY PROPERTY INFORMATION

THIS PROPERTY HAS BEEN EMPTY & UNFURNISHED SINCE ___/___/___

PLEASE SEND AN APPLICATION FORM FOR RELIEF OF RATES TO BE
CLAIMED

SIGNATURE _____

DATE ___/___/___

Data Protection Fair Processing Notice: Argyll and Bute Council, or their agents, will primarily use the information you have supplied on this form for the collection and administration of tax. The information may also be used for other legitimate purposes e.g. property occupancy and refuse collection. Where permitted by law, or where your consent has been obtained, information may be shared with other Councils, governmental and quasi-governmental bodies. By completing and submitting this form you consent to the use of your personal data including, where appropriate, sensitive personal data. You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected. The set fee (where applicable) will be charged. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT.

FOR OFFICIAL USE ONLY

ACTION TAKEN.....

ACTIONED BY..... AUDITED BY.....

N.B PLEASE RETURN BOTH PAGES OF QUESTIONNAIRE