

TO BE RETURNED TO:  
Perth & Kinross Council  
Local Taxes  
PO Box 7300  
PERTH  
PH1 5WH  
Tel:(01738) 477430  
Email: localtaxes@pkc.gov.uk  
(Mon-Fri 8.45am to 5.00pm)



**NON DOMESTIC RATES**  
**NOTIFICATION OF CHANGE OF OWNERSHIP /TENANCY**

THIS FORM SHOULD BE COMPLETED TO NOTIFY THIS OFFICE OF ANY CHANGE IN OWNERSHIP OR TENANCY.

**PLEASE COMPLETE SECTION A BELOW, TO ADVISE OF OWNERSHIP CHANGES.**  
**SECTION B OVERLEAF, SHOULD BE COMPLETED TO ADVISE OF TENANCY CHANGES.**

PLEASE RETURN THE COMPLETED FORM TO THE ADDRESS DETAILED ABOVE.

IF YOU REQUIRE ANY ASSISTANCE IN COMPLETING THIS FORM, PLEASE VISIT THE CUSTOMER SERVICES POINT AT 35 KINOULL STREET, PERTH PH1 5GD OR TELEPHONE (01738) 477430

**SECTION A: COMPLETE THIS SECTION TO NOTIFY OF A CHANGE IN OWNERSHIP.**

Account Number (if known):

Name of Seller:

Forwarding Address of Seller:

Address of Property which has been Sold:

Date of Sale:

Name and address of Solicitor acting for the Seller:

Name and Address of Purchaser:

Date Property became Occupied:

Please indicate form of Business (eg sole trader;  
Ltd Company; Partnership)

Name and address of Solicitor acting for the Purchaser:

Please also complete overleaf.

**SECTION B: COMPLETE THIS SECTION TO NOTIFY OF A CHANGE IN TENANCY.**

Account Number (if known):

Name of Outgoing Tenant:

Forwarding Address of Outgoing Tenant:

Address of Property which has been Vacated:

Tenancy End Date:

Name and address of Landlord / Letting Agent:

Name and Address of Incoming Tenant:

Please indicate form of Business (eg sole trader; Ltd Company; Partnership) for incoming Tenant:

Tenancy Start Date for Incoming Tenant:

**SECTION C: DECLARATION - MUST BE COMPLETED**

I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS, TO THE BEST OF MY KNOWLEDGE, ACCURATE AND COMPLETE.

Signature: ..... Date:.....

**DATA PROTECTION**

Any information you have provided will be used for the billing and collection of local taxes and the recovery of any unpaid debts due to the Council. Disclosures to third parties will only be made to agents employed by Perth & Kinross Council to recover unpaid debts and to those organisations with a legal right of access, e.g. HMRC. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud therefore it may also share this information with other bodies for these purposes, e.g. Audit Scotland.

In terms of The Data Protection Act 1998, you are entitled to know what information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Data Protection Officer, Blackfriars Development Centre, North Port, Perth, PH1 5LU. Phone 01738 477933 or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk)