



**NNDR**

**Notification Of Change of Occupier:  
Vacation Form**

**LANCASTER  
CITY COUNCIL**

*Promoting City, Coast & Countryside*

**Revenue Services**

**Please return the completed form to:  
Revenue Services, PO Box 4, Town Hall, Lancaster, LA1 1QR**

|   |                                   |
|---|-----------------------------------|
| Property Address:                         | Property Reference No:            |
|   | Account Reference No:             |
| Name of Vacating Occupier(s):             | Date of Vacation:                 |
| Reason Property Empty:                    | Date Lease Ends/Property Sold:    |
| Name & Address of Owner/Executor/Trustee: | Name & Address of Your Solicitor: |
| New Address Details:                      | Date of Occupation:               |
| Any other Information:                    |                                   |

**Declaration.**

I accept responsibility for making this return and I declare that the information given is true and accurate to the best of my knowledge and belief.

|       |  |         |
|-------|--|---------|
| Name: | Signature:   |         |
| Date: | Contact telephone number:<br>(in the event of a query) | e-mail: |

