



any consequences to you of it not being carried out. This may include your continued liability to pay business rates on the property, which if they remain unpaid, could result in prosecution.

We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- **Right to Access** – You have the right to access (receive a copy) of your personal data and supplementary information.
- **Right to Rectification** – You have the right to have any inaccurate or incomplete personal data rectified.
- **Right to object** to us processing your personal data where you have an objection on “grounds relating to your particular situation”.
- **Right to Restriction** – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the purposes for which it was originally collected, or if a withdrawal of consent has been made.

#### **Sharing your information**

We may share your personal data within internal departments of the council, local partner authorities, councillors and government departments as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, law enforcement agencies, court services, audit or other external bodies for such purposes. We participate in the government’s National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

#### **Retention of your personal information**

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the council’s Retention Policy on the website.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the council’s [Privacy Notice page](#). If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharedservices.org](mailto:infogov@3csharedservices.org) or you can write to the council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 01480 388388.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.

# Certificate of Vacation

(Please complete all sections in BLOCK CAPITALS)



[1] 

PROPERTY ADDRESS:

On completion please return this form to:  
DIRECTORATE OF COMMERCE & TECHNOLOGY  
Pathfinder House, St Mary's Street,  
Huntingdon, PE29 3TN.

Tel: (01480) 388030  
Fax: (01480) 388320  
Email: [business.rates@huntsdc.gov.uk](mailto:business.rates@huntsdc.gov.uk)

[2] ACCOUNT REF: 

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(IF KNOWN)

[3] NAME OF RATEPAYER: \_\_\_\_\_  
Address (of person responsible for payment of rates if different to [1] above) \_\_\_\_\_

## I confirm that either:-

[4] (a) I CEASED TO OCCUPY the property on: \_\_\_\_\_ (date)  
(all furniture and effects must be removed)

(b) THE PROPERTY BECAME UNOCCUPIED and was totally emptied on: \_\_\_\_\_ (date)

[5] SALE PARTICULARS (if applicable)/ASSIGNMENT OF LEASE  
Date of completion/assignment: \_\_\_\_\_  
Property Agent/Solicitor: \_\_\_\_\_

[6] NEW OWNERS/OCCUPIERS details (if known)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

[7] YOUR FORWARDING ADDRESS (or address final account should be sent to)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Please indicate if you will be responsible for payment of rates at this new address  Yes  No

N.B. If you pay rates by direct debit we will transfer your instruction to your new reference unless advised otherwise.

## I confirm that the above details are correct

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position in Company: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

### Privacy Notice

#### Why are we asking for your personal information?

We require your personal data to calculate and collect your Business Rates.

This is a legal obligation as laid out in the Local Government Finance Act 1988. We cannot process your request/application unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. This may include your continued liability to pay business rates on the property, which if they remain unpaid, could result in prosecution.

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