



Cork City Council
Local Government Rates and Other Matters Act 2019

Section 11 – Notification of Transfer of Rates Liability Form

*Outlined in the Local Government Rates and Other Matters Act 2019, (as amended) the Owner/Landlord of any rated premises must notify their Local Authority **within 10 working days** of any new owner/new tenant (liable person) occupying the premises. The Owner/Landlord can also nominate an **Acting Agent** to act on their behalf, which must be confirmed to us in writing. Owners who do not notify the Local Authority of these changes will incur a financial penalty.

PART 1 – RELEVANT PROPERTY DETAILS

Rate Number: _____

Customer Number: _____

Address of Property: _____

PART 2 – NATURE OF TRANSACTION (please tick one of the boxes below)

Sale Lease Sublet Vacant Premises

Other (please state) _____

Date of Transaction: _____

Date of Lease Commencement: _____

Date of Lease Expiring: _____

Date of Premises becoming vacant: _____

Part 3 – OWNER OF PROPERTY DETAILS

[Prior to the date of transaction (Vendor) and person submitting the notice of assignment]

Legal Name: _____

Trading Name: _____

Correspondence Address: _____

Phone/Mobile Contact No: _____

Email: _____

Contact Name: _____

Position: _____

Part 4 – NEW OWNER/NEW OCCUPIER DETAILS

[Prior to the date of transaction (Vendor) and person submitting the notice of assignment]

Legal Name: _____

Trading Name: _____

Correspondence Address: _____

Phone/Mobile Contact No: _____

Email: _____

Contact Name: _____

Position: _____

PART 5 – DECLARATION

I hereby declare and affirm that I am the owner/acting agent of the above specified property and the person required to notify the Local Authority in accordance with the provisions of Section 11 of the Local Government Rates and Other Matters Act 2019.

I declare that the details provided above are true, accurate, correct, and complete to the best of my knowledge and belief and I undertake to inform you of any necessary changes **within the 10-day period** according to the legislation provided above.

I understand that I am obligated by law to pay all commercial rates that I am liable for at the date of transfer of the property, including rates on vacant properties.

Signed: _____

Print Name: _____

Date: _____

Please return completed and signed form **via email** to rates@corkcity.ie

Or

Send by Post to: Rates Section
Finance Department
Cork City Council
City Hall
Anglesea Street
Cork City
T12 T997