

Council Tax Enquiry Form - Single Occupant

Account Number Property Reference Date of Issue / /

To qualify for the Single Person Discount you must be the sole occupier or the only person aged 18 years or over living in the property. If you are a new occupier, complete section 1. If you have a change in circumstances, complete section 2.

If you need any help completing this form, please phone the Council Tax team on 01775 761161

PLEASE USE BLOCK LETTERS

1. New Occupier

Name	Date moved in	Previous address

2. Change in Circumstances

Name of person(s) leaving	Date of leaving	Full forwarding address*

*If your claim for discount is because someone, previously living in your property, has now died please tick box:

Your change in circumstances may mean that we have to create a new Council Tax account. If you currently pay by Direct Debit and would like this continue, please tick box:

Declaration

I declare that the information given above is correct to the best of my knowledge.

Signed: Date: / / Full name: Daytime telephone no: Email address:

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998. The information you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

WARNING: If a person knowingly makes a false declaration in order to obtain a reduction in their Council Tax Liability, they may be found guilty of an offence under Section 2 of the Theft Act 1978 which can lead to imprisonment.