

Council Tax Enquiry Form

Account Number

Property Reference

Date of Issue / /

I understand that there is now more than one person living in the above property. So we can update our Council Tax records, please supply the following information:

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

PLEASE USE BLOCK LETTERS

Name of person(s) aged 18 or over	Date moved in	Previous address	Relationship to Liable Person

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.