

## **Explanatory Leaflet for Council Tax Change of Address Form**

The persons normally liable to pay the Council Tax and Water service charges are the resident owners or tenants of a property – those who have their sole or main residence there.

When you change address your Council Tax will be affected. The person responsible for Council Tax should complete this form, sign the declaration and return it to the address shown at the bottom of the page.

The form is intended to provide us with the information we need to end your liability at your old address and to start your council tax account at your new address. You may be entitled to discounts or exemptions for periods when you have two homes and for your new home depending on the number of adult residents. Your answers on the form will help us decide what you are entitled to.

When you move in or out of North Ayrshire, not all the information may appear necessary but we would ask you to provide it as we may be able to help you with an exemption or discount in another Council area.

The form asks for details of your new address, any joint owners or tenants and any adults who will live there, when you became the owner or tenant and when you actually moved in. It will help us to know the name and new address of the previous owner or tenant or the landlord.

We need similar information about your old address, when you sold or ended the tenancy and when you actually left the property, the name and address of the new owner or tenant or the landlord.

If you have moved to live with someone who already pays Council Tax, you should tell us on the form.

We will work out how much Council Tax is due at your new and old address and send you replacement bills. If we require further information we will contact you.

### **Do you need Help with this Form?**

If you have any questions regarding this application please telephone 0845 603 0592 from 08.30am to 05.30pm Monday to Friday. You can also visit the public enquiry desk on the ground floor, Cunninghame House, Irvine from 09.00am to 04.45pm Monday and Tuesday, 10.15am to 04.45pm on Wednesday, 09.00am to 4.45pm on Thursday and 09.00am to 04.30pm on a Friday or use the Contact Us facility on the Councils Website.

### **What do you think?**

We value the opinions of our customers. This form has been designed to be in plain, jargon free language however, if you find any of the sections difficult to understand or complete please let us know by completing the suggestion box at the end of the form.

## Council Tax – Change of Address Form

<b>Council Tax Reference No.</b> ( if known)	
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### Part 1: To be completed by the liable person in relation to your new address

What is your title? e.g.Mr, Mrs etc.	
What is your full name?	
What is the full postal address including the postcode of your new address?	
If your property is a flat please confirm the flat position.  (The position of your flat should be taken from the outside as you are facing the building.)	

➤ **Please supply the following information in case we need to contact you regarding this application.**

Daytime Telephone No.	
Evening Telephone No.	
E-Mail Address.	

**Please now complete the appropriate section for owner occupied properties or rented properties.**

➤ **For owner occupied properties complete SECTION A**

➤ **For rented properties complete SECTION B**

## Council Tax – Change of Address Form

### SECTION A

- **Part 1: To be completed by the liable person in relation to your PREVIOUS address**

<b><u>Section A – For owner occupied properties</u></b>	
Please confirm your previous address including the postcode.	
Please confirm your Council Tax Reference No. for your previous address.	
What date did you leave the property?	
What is the legal date of sale of the property?	
What is the name & address of the solicitor who acted for the purchasers of your property?	
What is the full name(s) of new owner(s) of your previous address?	
What is the new owner's previous address? ( if known)	

## Council Tax – Change of Address Form

### SECTION A

- **Part 2: Please complete the following section with details of your NEW address.**

<b><u>Section A – For owner occupied properties</u></b>	
What is your title? e.g. Mr, Mrs, etc	
What is your full name?	
Please provide the name of your spouse or other joint owner(s).	
Please provide the names of any other person(s) over the age of 18 who will be living at the address and your relationship to them e.g. son, daughter, relative, friend.	
What was the legal date of entry for the purchase of the property?	
What date did you occupy the property?	
What is the full name(s) of previous owner(s)?	
Please confirm their new address if known.	
Please provide the name and address of solicitor who acted for you in the purchase and sale of your new and previous address.	

- **PLEASE NOW COMPLETE PAGE 7 OF THIS FORM WITH YOUR PREFERRED METHOD OF PAYMENT AND ANY ADDITIONAL INFORMATION.**

## Council Tax – Change of Address Form

### SECTION B

- **Part 1: To be completed by the liable person in relation to your PREVIOUS address**

<b>Section B – For rented properties</b>	
What date did your tenancy terminate?	
What date did you leave the property?	
What is the name, address and contact telephone number of owner?	
Was the property empty and unfurnished when you moved out?  If you answered no please confirm what items of furniture were left in the property?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

## Council Tax – Change of Address Form

### SECTION B

➤ **Part 2: Please complete the following section with details of your NEW address.**

<b>Section B – For rented properties</b>	
What is your title? e.g. Mr, Mrs etc	
What is your full name?	
Please provide the name of your spouse or other joint owner(s).	
Please provide the names of any other person(s) over the age of 18 who will be living at the address and your relationship to them e.g. son, daughter, relative, friend.	
What date did your tenancy commence?	
What date did you occupy the property?	
What is the name, address and contact telephone number of the owner of the property?	
<p>Was the property empty and unfurnished when you moved in?</p> <p style="text-align: center;">Yes <input type="checkbox"/>                      No <input type="checkbox"/></p> <p>If you answered no please confirm what items of furniture were left in the property?</p>	
What is the name and forwarding address of previous tenant if known?	

➤ **PLEASE NOW COMPLETE PAGE 7 OF THIS FORM WITH YOUR PREFERRED METHOD OF PAYMENT AND ANY ADDITIONAL INFORMATION.**

## Council Tax – Change of Address Form

- Please tick the following boxes to indicate the method of payment you would prefer to pay your Council Tax and read the notes below.

<b>Monthly Direct Debit on the 1<sup>st</sup>, 15<sup>th</sup> or 28<sup>th</sup> of the month.</b>	<b>Monthly by Standing Order on or before the 15<sup>th</sup> of the month.</b>	<b>Monthly by Cash using a payment card at local council offices or the Post Office on or before the 15<sup>th</sup> of the month.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A Direct Debit instruction can now be set up over the phone. When you receive your new Council Tax bill please phone 0845 603 0592 to set up your direct debit.

To set up a Standing Order please contact your bank or building society when you receive your new bill.

A payment card will be issued to you under separate cover.

Please indicate if you would like a Council Tax benefit application form by ticking the boxes below:

Yes  No

<b>Any Other Relevant Information</b>
If there is any other information you would like to tell us please detail this below:          

- **PLEASE NOW SIGN THE DECLARATION ON PAGE 8.**

## Council Tax – Change of Address Form

<b>DECLARATION</b>	
<p>I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my council tax. I understand that the deliberate provision of false information in order to achieve financial gain is a Criminal Offence and you may check the information with other sources as allowed by the law. I understand that any information I have provided will be used in the administration of my council tax account. You may give information to other parties if the law allows this.</p>	
Signature of liable person	
Date	

### What do you think?

Was the form easy to complete?	Yes <input type="checkbox"/> No <input type="checkbox"/>  If you answered No please give details:
Was the form easy to understand?	Yes <input type="checkbox"/> No <input type="checkbox"/>  If you answered No please give details:
Was there any information not included on the form which you would like to see included?	
Do you have any suggestions on how the form could be improved?	