



**NORTH AYRSHIRE
COUNCIL**

Explanatory Leaflet – Council Tax Change of Occupancy Form

The amount of Council Tax and Water Service Charges due for a property are based partly on the number of adults who have their sole or main residence there. Where only one person has their sole or main residence in the property, liability may be reduced by a 25% discount.

This means that when a discount is being given, any change in the number of adults in property will effect the amount of Council Tax payable and must be reported to the Council Tax Office as soon as the change takes place.

To report any changes in the number of adults resident at the property the liable person for Council Tax should complete the attached form, sign the declaration and return the form in the pre-paid envelope provided.

The form should detail all the residents in the property over the age of 18 and detail any residents who have moved into or out of the property and the dates they moved in or out. A previous and forwarding address should also be provided if known as this allows us to keep our records up to date.

If there is any change in the amount of Council Tax due we will send you a replacement bill showing any adjustment. If there is no change to the amount payable or we require further information we will telephone or write to 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, 09.00 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 Reference No.	
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> Please supply the following telephone numbers in case we need to contact you regarding this application.

Daytime Telephone No.	
Evening Telephone No.	
Email address.	

> Section 1: To be completed by the person liable for Council Tax

What is your full name?	
What is the full postal address including postcode of the property?	
What is your full postal address including postcode for correspondence?(if different from above)	
Please indicate the number of persons 18 years of age or over usually resident in the house. (The number should be indicated in the box provided)	<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div>

- **Section 2 : Please supply the following information in relation to the current occupants of the property that are 18 years of age or over.**

Full Name	Date Occupancy Began	Previous Address

- **Section 3: Please supply the following information in relation to the previous occupants of the property that are 18 years of age or over.**

Full Name	Date Occupancy Ended	Forwarding Address

Declaration

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.

Signature of liable person	
Date	

What do you think?

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