

Nuneaton & Bedworth



United to Achieve COUNCIL TAX - OCCUPATION DETAILS FORM

Please complete this form and return to:
 FINANCE & PROCUREMENT
 TOWN HALL
 COTON ROAD
 NUNEATON
 WARWICKSHIRE
 CV11 5AA
 Telephone 024 7637 6534
 Email: billing.section@nuneatonandbedworth.gov.uk

Uprn:

Date of issue:

This form should be completed if you have recently occupied or acquired a property within the district of Nuneaton and Bedworth. The law requires changes of circumstances to be notified to the Council Tax office within 21 days of the change occurring.

Failure to complete this form may lead you to be subject to a penalty of £70.

PART 1: Please confirm the full address of the property:

PART 2: If the property is occupied, please list the names of all residents moving into the property. **If the property is unoccupied, please complete 'part 5' on the back of this form instead.**

Title:	Forename(s):	Surname(s):	Date of Birth	Date moved/moving in:

If you are the owner of the property, please complete 'part 3' of this form.

If you are the tenant of this property, please complete 'part 4' of this form.

PART 3: If you are the owner of the property, please provide the following information:

Completion date of purchase:

Name and address of your solicitor:

PART 4: If you are the tenant of the property, please provide the following information:

Date tenancy started:

Name and address of your landlord or letting agent:.....

.....

Is the property let furnished: YES / NO

PTO

PART 5: If the property is unoccupied (and your moving in date is not yet known), please confirm the name and address of the owner or the tenancy holder:

NAME: CURRENT ADDRESS:	<p>Please tick the appropriate box below which best describes the property:</p> Empty and Unfurnished: <input type="checkbox"/> Empty and Furnished: <input type="checkbox"/> Short stay hostel: <input type="checkbox"/> Business Use: <input type="checkbox"/>
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PART 6: Please confirm the following details regarding the address you have moved from:

Address:.....
If you owned this property, please confirm the completion date of sale:.....
Please confirm the names of the new owners:.....
If you rented this property, please confirm the tenancy end date:.....
Please confirm the name of your landlord or letting agent:.....
If neither of the above apply, please provide further details:.....

PART 7: Please tick the appropriate box if you wish to apply for a reduction in your council tax bill:

Council Tax Support

 Disablement Relief

 Single Person Discount

If any of the people (aged 18 or over) living in the property fall into one of the categories below, you may qualify for a discount. Please indicate in the relevant boxes how many people the description applies to.

DISCOUNT CATEGORIES:	NAME OF PERSON DESCRIPTION APPLIES TO:
A. Person in prison.	
B. Person who is severely mentally impaired.	
C. Person aged 18 for whom child benefit is payable	
D. Carers	
E. Hospital in-patient	
F. School leaver	
G. Student.	
H. Student nurses.	
I. Apprentice / Y.T.S. Trainee	
J. Person in residential care	

Please be advised that a further form will be sent in order for you to apply for any of the above discounts. For further information regarding the above discounts, please contact our offices on 02476 376 534, or visit our website at www.nuneatonandbedworth.gov.uk.

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

Signed: Name (BLOCK LETTERS):
Tel: Date:
E-mail:E-Biling Required Yes / No (please delete)

IMPORTANT: You must notify Finance and Procurement if the above circumstances change. If you fail to do so, you may be subject to a penalty of £70.

Sharing Information

The information you provide will be used by Nuneaton and Bedworth Borough Council to update its council tax records. The Council may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent fraud and detect fraud. The Council may also share information with other Councils within Warwickshire.