

# COUNCIL TAX INFORMATION & REGISTRATION FORM

## Rother District Council

Post Handling Service, PO. Box 10665, Nottingham, NG6 6DZ

Telephone: (01424) 787000 Fax: (01424) 787755

E-mail: [revenuesandbenefits@rother.gov.uk](mailto:revenuesandbenefits@rother.gov.uk) Web: [www.rother.gov.uk/counciltax](http://www.rother.gov.uk/counciltax)



Your Name:	Date of Issue:
Your Address:	Address of property to which this form relates (if different):
Postcode:	Postcode:
	Account number (if known):

Dear Sir/Madam

Please complete and return this form to register for Council Tax or to notify of a change in circumstances which may affect your Council Tax charge and to ensure you receive any reduction you may be entitled to. Please read the enclosed guidance notes carefully before completing.

1. Please give your full name

Are you the owner  joint owner  tenant  or joint tenant?

2. Is the above property your main residence? Yes  No

If "No" **and the property is unoccupied**, go straight to section 5 & 7 onwards

3. List everyone aged 16 or over who lives in the property

Title	Forename(s)	Surname	Date of Purchase/ Start Date of Tenancy	Date Became Resident	Date of Birth (if under 18)

4. Is the property occupied by one eligible person? (See guidance note 5) Yes  No

If "Yes" what date did the property become occupied by just one person?

5. Please complete if any of the following has occurred *within the last 12 months*:

a) The date you moved into the property

b) If you are the owner, the date the purchase was completed

c) If you are the tenant, the date the tenancy agreement starts

and whether the property is let as furnished  or unfurnished

This information can be made available in large print, braille, audio/CD or in another language upon request. Please telephone: 01424 787000 or Email: [revenuesandbenefits@rother.gov.uk](mailto:revenuesandbenefits@rother.gov.uk)

**6. If you have moved within the Rother District in the last 12 months:**

Your previous address

Were you the owner

or tenant?

Date of sale/termination of tenancy

Name & address of new owner/landlord

If you still own the property, is it currently furnished

or unfurnished?

**7. Only complete this section if the property is unoccupied**

Your main residential address

Is the property a second home?

Yes

No

Is the property furnished

or unfurnished?

From what date did the property become furnished/unfurnished?

**8. Please complete if your property falls into one of the exemptions/disregards listed in the Guidance Notes (see notes 3 & 5):**

Enter the applicable Exemption/Disregard Code

Date this started

If you wish to apply for an exemption, discount or disregard listed in the Guidance Notes please download the application form from our website or contact us directly to request a form.

**9. Declaration** – I have read the accompanying guidance notes and declare that the information given is correct to the best of my knowledge.

Please note that if, under the provisions of Schedule 3 Local Government Finance Act 1992 as amended by LGFA (England substitution of penalties) order 2008 if you fail to supply information, or knowingly supply false information or have not responded within 21 days of a written request for such information you may be subject to a penalty of £70.00 for a first offence and £280.00 for each subsequent offence.

Signature:

Print Name:

Date:

**Please provide your contact details so we can deal quickly with any query**

Tel No's (Daytime, Home & Mobile):

Email Address:

**Council Tax and Data Protection** - How we will use your information

The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation. This authority has a duty to protect public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering public funds. We will not disclose your personal information to third parties for marketing purposes