

COUNCIL TAX ENQUIRY FORM

Date:

Property Address (if different to mail address)

Property Ref:

In order to bill you correctly, we need the information requested below within the next 21 days.
Failure to give the information required may make you liable for a £50.00 penalty

SECTION 1 – Moving IN

A Please give the names of all **persons over 18**, resident in the property and tick the appropriate column to show their status in the household.

1. Title	2. Surname	3. Forename(s)	4. Owner	5. Tenant	6. Spouse/ Partner	7. Other resident adult

B Purchase date/tenancy start date:

Date furniture moved in:

Date you moved in:

C If **Rented** – please give your **Landlord's** Name and Address. If unknown, please supply **Agent** details:

D If the property is **empty** please put the name and address of the **owner** in the box below:

E Is the property furnished unfurnished *Please tick
Appropriate box* **With effect from:**

F **Payment Method** - if you would like to pay by Direct Debit, please complete the enclosed mandate and return it with this form or alternatively, call **0345 600 6400** to set up the instruction when you receive your Council Tax bill.

DATA PROTECTION AND FRAUD INVESTIGATION

We must protect the public funds that we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information and any other information collected with this matter for the same purposes with other organisations, which handle public funds.

SECTION 2 – Rising 18 Year Olds - please name below any resident who will become 18 within the next 2 years.

Surname	Forename(s)	Title	Date of Birth

SECTION 3 – Ways to reduce your Council Tax

A You may be eligible for a **discount** on your bill. If you think you may qualify for a discount, please complete the Section below. Certain people may be disregarded for the purposes of Council Tax, depending on the number of people in the dwelling. Please name any **person** who you consider to be **disregarded** and the disregard **type** e.g 1, 2, 3 etc.

Name	Disregard Type*	Name	Disregard Type*

Table of Disregard Types *

1	Students under 20 in Further Education	6	Severely Mentally Impaired
2	Students (including Student Nurses)	7	Members of a Religious Community
3	Apprentices/Y.T. Trainees	8	Residents of Hostels/Night Shelters
4	Patients in Nursing or Residential Care Homes	9	Persons in Detention
5	Long term Hospital Patients	10	Carers (other than caring for a partner/your own child under 18)

B Disabled Relief - If your dwelling is occupied by and has been adapted for the use of a disabled person, i.e. if the dwelling includes an extra room, an additional bathroom or kitchen or wheelchair space for meeting the person's needs. Please tick here for further information

C Your Council Tax bill may be reduced if you are on a **low income**, for further details please call **0345 600 6400**

D If you are the **single resident adult** of the property please tick here *Please refer to the information enclosed regarding single person discount applications*

SECTION 4 – Moving OUT

A Please give your **previous address/address you are vacating:**

B If **RENTED** – please give **tenancy end date:**

Was this property rented **furnished** or **unfurnished** *Please tick appropriate box*

Date **furniture was removed:** Date **you moved out:**

Please give your **Landlord's name and address:**

C If **OWNED** – please give **sale date** (if applicable)

New owner(s) names or name and address of **Solicitors** dealing with sale:

Date **furniture was removed:** Date **you moved out:**

D If you are **still the** current owner of this property **please tick here**

E Where are you **moving to?**

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

Signature:		Date:	
Full Name (please print):		Mobile:	
Telephone Number:		Email:	

GUIDANCE NOTES - SINGLE PERSON DISCOUNTS

Council Tax legislation is detailed and complex. These notes are only a brief summary of the key points and are not intended as a comprehensive guide.

For further information, please contact Customer Services on **0345 600 6400**.

The full Council Tax is made up of a property element (50%) and a person element (50%). The full charge assumes that there are two (or more) adult occupiers. If there is only one adult occupier, a discount of 25% may be claimed in respect of that person's sole residence. If it is not the applicant's sole residence, please call **0345 600 6400** for further advice.

It is up to the Council Tax payer to apply when they first become entitled. This enables the claim to be verified by way of an inspection, if necessary. Because it is almost impossible to verify backdated claims, we will not normally consider any backdating of a discount by more than a short period, unless there is very good reason for failing to apply at the right time and documentary evidence is provided to support the claim.

The types of reasons where we would consider awarding a backdated discount are:

- Bereavement in immediate family
- Serious accident or illness of Council Tax payer or immediate family
- Marital split

This list is not intended to be exhaustive and other valid reasons will be considered.

If you wish to make a substantially backdated claim, the claim form should be accompanied by a written explanation of why you failed to apply in a timely manner and any documentary evidence you may have to support your claim.

It is difficult to provide documentary or other evidence that you live alone, but the sort of evidence that might be acceptable would be copies of claims for various State Benefits which involve declaring the household status.

Temporary absences of a person because of working away from home or taking extended holidays are not usually sufficient to give rise to a Single Person Discount claim.

In the case of partners, the legal presumption is that even in the case of very long absences because of work, the 'marital home' remains the residence for Council Tax purposes. Adult children taking extended holidays are also generally considered to have their main residence at the 'family home' unless their absence is permanent, i.e. years rather than months.

Armed forces

We are unable to grant a discount at the property if one of the occupiers is away in the armed forces. This is because the house would still be classed as their main residence for taxation purposes. This applies to all those in the armed forces throughout the country and is in accordance with the government guidelines.

However, all armed forces personnel deployed on operations overseas, who normally pay council tax, will now benefit from a tax-free payment on the cost of council tax paid directly by the Ministry of Defence.

PLEASE TURN OVER FOR THE DIRECT DEBIT MANDATE

Date:

DIRECT DEBIT MANDATE

Property Address (if different to mail address)

Property Ref:

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Northumberland County Council will notify you in ten working days in advance of your account being debited or as otherwise agreed. If you request Northumberland County Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Northumberland County Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society –

If you receive a refund you are not entitled to, you must pay it back when Northumberland County Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY BY DIRECT DEBIT



Please fill in the whole form, sign and send it to
**Northumberland County Council, Revenues Section,
Wansbeck Square, Ashington, NE63 9XL.**

Originator's Identification Number:

9	7	1	9	7	3
---	---	---	---	---	---

1) Name and full postal address of your Bank or Building Society

The Manager.....Bank/Building Society

Address:

.....

.....

.....

.....

.....Post Code:

Please tick preferred payment date:

1st 15th 28th

Over 10 months Over 12 months

Please note the number of instalments provided in a financial year will be determined by the date of receipt of this instruction by Northumberland County Council

Print your name:

Address:

This is not part of the instruction to your Bank/Building Society

2) Name(s) of account holder(s):

3) Bank/Building Society Account Number:

--	--	--	--	--	--	--	--	--	--

4) Branch Sort Code: (from top right corner of your cheque)

--	--	--	--	--	--	--	--

5) Reference Number:

--	--	--	--	--	--	--	--	--	--

6) Instruction to your Bank/Building Society:

Please pay Northumberland County Council Direct Debits from The account detailed in this instruction, subject to the safeguards Assured by the Direct Debit Guarantee. I understand that this instruction may remain with Northumberland County Council and, if so, details will be passed electronically to my Bank/Building Society

Signature(s):

Date:

BANKS/BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNT