

Council Tax



www.aberdeencity.gov.uk/services/council-tax

Name

Current Address

.....

.....

Postcode

We may have to contact you for information, please provide:-

Council Tax Reference Number

Telephone Number

Mobile Number

Email Address

Change of Address

If you are 18 years of age or over and are either occupying or have responsibility for a property then you may be liable for the payment of Council Tax. The information provided by you on this form will be used to calculate any charge for Council Tax (including Water Supply and Waste Water charges where appropriate) you may be due to pay for your property.

Telling us that you have moved house does not automatically change your entry in the electoral register. The simplest, clearest and fastest way to do this is to go online at www.gov.uk/register-to-vote (you will need to have your National Insurance number in order to register).

For further information on registering to vote visit www.voteaberdeen.org or contact the Electoral Registration Officer at ero@grampian-vjb.gov.uk or by telephone on 01224 068400

A visit to your property may be undertaken

Please provide the full names of all those over 18 living in your new home (including yourself). In addition please also state in the category column if any of those persons listed is a Student Apprentice, Hospital Patient, In a Nursing/Care Home, Person for whom child Benefit is in payment, Carer, Care Leaver, Severely Mentally Impaired or who is living away from home but would normally be resident in the property.

Forename(s)	Surname	Relationship to you (e.g. partner, child etc)	Category (if student include matriculation number)

Name(s) of any person(s) in your household aged 17

Forename(s)	Surname	Date of Birth	Category

Please tick which category below is applicable to you at your new address

Owner Joint Owner Tenant Joint Tenant Sub Tenant Other

If other _____

Additional Information

- | | | |
|---|------------------------------|-----------------------------|
| 1. At your new address, are you the only person (over 18 years of age) staying in the property? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. At your previous address were you in receipt of Housing Benefit/Council Tax Reduction? (these are means tested) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do you already pay Council Tax to Aberdeen City Council by Direct Debit? (This will be transferred to your new address). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Do you wish to pay your Council Tax by Direct Debit? (to set up Direct Debit, follow details on www.aberdeencity.gov.uk/services/council-tax/pay-your-council-tax) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Do you wish to claim Housing Benefits/Council Tax Reduction at your new address? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Your new address, which you have moved to or are about to move to

Property Address

Postcode

Is the above address your main residence? Yes No

If "No" then please provide details of your main residence. (Evidence of your main residence may be required).

(a) Exact date of purchase / tenancy start date

(b) Exact date you moved or plan to move into this property

If the dates at (a) and (b) are different, was the property furnished or unfurnished

Please provide the name and address of Purchasing Agent Landlord Leasing Agent

Please provide the full names and contact details of the previous occupants of your new home (if known).

Please provide details of their new address (if known)

Your previous address, which you have moved out of or are about to move out of

Property Address

Postcode

(a) Exact date of sale / tenancy ended

(b) Exact date you moved out of this property

If the dates at (a) and (b) are different, was the property furnished or unfurnished

Please provide the name and address of Selling Agent Landlord Leasing Agent

Telephone No.

Please provide the full names, contact details and previous address of the new occupants of your old home (if known).

If there is a difference in dates between leaving your old address and taking over your new address, please provide details of any temporary addresses where you lived with relevant dates.

Please read the following carefully and sign the declaration below.

Your data - We collect and maintain information about you for Council Tax, Water and Waste Water purposes in line with the Local Government Finance Act 1992. We share information with the DWP, HMRC, Sheriff Officers and a variety of other organisations all as allowed by law. This information is used across the Council, to ensure that we keep your name and address details accurate and up to date.

National Fraud Initiative - We have a duty to protect the public funds we administer. We will use the information you provide on our forms to help prevent and detect fraud. We will also share this information, for these purposes, with other organisations responsible for auditing or administering public funds.

More information about how we use and manage your information is available on our website at:

www.aberdeencity.gov.uk/your-data/privacy-notices/your-data-council-tax. This page also has links to further information about your rights, and who to contact if you have a complaint about how we use your data.

If you have difficulty with any part of this form or if you require further details, please telephone Customer Services on 03000 200 292 (visit the Contact Us page on our website for up to date opening hours).

Declaration (To be signed by the liable person)

I declare that the information on this application form is true and correct. I undertake to inform Revenues and Benefits of any change in circumstances as soon as the change occurs.

Signature Date

Thank you for completing this form. Please return it immediately to Revenues and Benefits, Aberdeen City Council, Business Hub16, Marischal College, Broad Street, Aberdeen AB10 1AB