

Council Tax Change of Circumstances Notification Form



6 pages

Part 1 Change of address

Part 1a About your new address

Full name of the liable person:

Full name of partner/spouse who lives with you

Address of the property:

Postcode:

Are you a joint owner or joint tenant?

No

Yes Tell us their names.

If you are the owner what date did you buy the property?

 / /

If you are the tenant what date did your tenancy start?

 / /

If you are the tenant what is your landlord's name and address?

Post code:

Date you moved in:

/ /

How many adults over 18 years live at this address?

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at this address?

This must include you.

Last owner or occupier's name and new address:

Postcode:

Part 1b About your old address

Your old address:

Postcode:

If you were the owner what date did you sell the property?

/ /

If you were the tenant what date did your tenancy finish?

/ /

What date did you move out of your old address?

/ /

What date did you remove the furniture from your old address?

/ /

What are the new owner's or landlord's name and address of your old address?

Postcode:

Part 2 Change of household

Part 2a People joining your household

Name and date of birth of people joining:

	/	/
	/	/
	/	/
	/	/
	/	/

Date they joined:

/	/
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Their old address:

Postcode:

Part 2b People leaving your household

Name of people leaving:

Are they a joint owner or a joint tenant?

No Yes

Have they left to live elsewhere because of their job?

No Yes

Date they left:

/	/
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Their new address:

Post code:

Part 3 If someone has died

Full name of person who has died:

Date they died:

The address they lived at:

Postcode:

Who still lives in the property?

Executors or solicitors name and address:

Postcode:

Occupied Discounts and Exemptions

Certain people are not counted even if they live at the property.

Please complete this form if you think you may qualify for a discount or exemption. We will send you a form to apply. This will reduce the amount of Council Tax you will have to pay.

Please tick the discount you want to apply for.

Severe mentally impaired	<input type="checkbox"/>	Carers	<input type="checkbox"/>
Full time student / student nurse	<input type="checkbox"/>	Person in detention e.g. prison	<input type="checkbox"/>
School leaver under 20 years	<input type="checkbox"/>	Member of a religious community	<input type="checkbox"/>
Apprentice	<input type="checkbox"/>	Resident in a hospital / care home	<input type="checkbox"/>
Youth training trainee	<input type="checkbox"/>	Foreign diplomat	<input type="checkbox"/>

Property Band Discounts

You may get a reduction if:

your home includes an extra room needed by a resident who has a disability.

your home has extra space for the use of a wheelchair indoors.

Does this apply to your home?

Yes

No

Please return this form to:

Wigan Council, Council Tax Offices, Moore Street East, Wigan. WN1 3DS