

City of London Council Tax Incoming Occupier Form

For office use

Please complete all sections of this form within 5 days so that your council tax liability can be calculated correctly

1. Full postal address of your property

<p>2. State the exact date of Purchase/start of your tenancy</p> <p>the exact date furniture was moved into the property</p> <p>the exact date you became resident at the property</p>		<p>Your tenancy end date [if known]</p>

3. Is this property let furnished? YES or NO

4. Is this property the sole or main home of any person?

If you reside at more than one property you will also need to notify us, please refer to question 11 overleaf.

YES or NO

(If yes, complete question 5)
(If no, go to question 7)

5. If YES - Please list the name(s) of every person over 18 who LIVES at the property and uses the property as a sole or main home

Title	Full name, please print in block capitals Further details can be provided using a separate sheet	State if: owner/tenant/ sub-tenant/or other

6. State the total number of persons over 18 who live in the property

7. If the property is not used as a sole or main home, please state below the full name(s) of person(s) or company liable for Council Tax Include joint owners/leaseholders/tenants

Title	Full name, please print in block capitals Further details can be provided using a separate sheet	State if: owner/tenant/ sub-tenant/or other

8. Please provide the name and forwarding address of the previous owner or tenant?
If not known, please provide details of the solicitors dealing with the sale or the name and address of the letting agents.

<p>9. ✓ TICK to state if the property is currently</p> <p><input type="checkbox"/> occupied</p> <p><input type="checkbox"/> unoccupied but remains furnished</p> <p><input type="checkbox"/> both unoccupied & unfurnished, also give date furniture removed</p>	<p style="text-align: center;">Telephone number</p> <p>10. Is any resident a full-time student?</p> <p><input type="checkbox"/> YES or <input type="checkbox"/> NO</p> <p>To claim student discount or exemption You must supply an original student certificate for any student living at the property. Certificates are issued by the registrar of your educational establishment. You must also complete and return this form (continue over)</p>
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11. Do you or your partner live at any other property in the UK or abroad? YES or NO

If yes, please state the full postal address of your main (family) home

Sole or main residence

When considering the sole or main residence of couples (married, civil partners or unmarried couples) it is normally held that couples have **one** main residence together, even if both own or rent different properties.

Further information is available at www.cityoflondon.gov.uk

12. If your PREVIOUS address was in the City of London please provide additional information

If your previous address was not in the City of London, you will need to contact the relevant local authority directly

a) Your previous City of London address

b) Your City of London Council Tax account number

c) Date of sale/ tenancy end date

d) The name and address of the new owner or tenant

If not known, please provide details of the solicitors dealing with the sale or the name and address of the letting agents

Email

Telephone number

13. How do you wish to pay Direct Debit Cash/Cheque at your bank

You can download a council tax direct debit instruction at www.cityoflondon.gov.uk

You will also be able to pay on-line at our website, set up you own internet payments or instruct your bank to make payments using the information provided on council tax bills issued.

14. Preferred payment frequency Yearly Half Yearly 10 instalments

15. Your full correspondence address, including postcode (if not to the property address)

16. Declaration

Please note that if, under the provisions of regulations 3, 4 and 5 of the Council Tax (Administration & Enforcement) Regulations 1992, you fail to supply information; or have not responded within 21 days of a written request for such information, or knowingly supplied false information, you may be subject to a penalty of £70 for a first offence and £280 for each subsequent offence.

I certify that the information given on this form is correct

Signature _____ **Date** _____

Print name _____ (give position in company, if relevant)

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

17. Your daytime telephone number (work, home or mobile)

18. Your email

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

The information that you provide will be processed in accordance with the General Data Protection Regulation and the Data Protection Act 2018. 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 and credit reference checks. 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.

Please return this form to Council Tax Team, City of London, PO Box 270, Guildhall, London, EC2P 2EJ

Alternatively, you can scan and email this form to counciltax@cityoflondon.gov.uk

Telephone enquiries - 020 7332 1882