

City of London - Council Tax Incoming Occupier Form

For office use

You are kindly requested to complete **all sections** of this form so that your Council Tax liability can be calculated correctly. Please return this form to the address overleaf within 5 days.

1. Full postal address of property e.g. flat, maisonette, house:

2. State: the exact date of Purchase/start of your tenancy

the exact date furniture was moved into the property

the exact date you became resident at the property

Your tenancy end date [if known]

3. Is this property let furnished? YES or NO

4. Is this property the sole or main home of any person? YES or NO

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

(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 (continue on separate sheet if required)	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 (continue on separate sheet if required)	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.
Name and address:

Email address:

Telephone number:

9. ✓ tick to state if the property is currently:

- occupied
- unoccupied but remains furnished
- both unoccupied & unfurnished*

*If applicable state the exact date furniture was removed:

10. Is any resident a full-time student?

YES or NO

TO CLAIM STUDENT DISCOUNT or EXEMPTION:

You must supply an original student certificate(s) issued by the registrar at the educational establishment, for each relevant individual.

(continue over)

11. Do you or your partner live at any other property in the UK or abroad? YES or NO

If yes, please state below 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. Was your PREVIOUS address in the City of London? YES or NO

For properties outside the City of London you will need to contact the relevant Local Authority directly to notify them of your vacation. **If YES, provide the following:**

a) Previous City of London address:

b) 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.

13. ✓ TICK to confirm how you wish to pay your instalments:

Method	<input type="checkbox"/> Direct Debit	<input type="checkbox"/> Cash/Cheque	<input type="checkbox"/> Standing Order
Frequency	<input type="checkbox"/> Yearly	<input type="checkbox"/> Half Yearly	<input type="checkbox"/> 10 monthly

14. Do you wish accounts & correspondence to be sent to the property? YES or NO

If NO – state the full postal address for correspondence

15. 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:

Tel. No. (Home & Mobile):

Tel. No. (Daytime):

Email address:

Please return this form within 5 days to:

**City of London – Council Tax Section
PO Box 270
Guildhall
London EC2P 2EJ**

Telephone enquiries - 020 7332 1882

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.