Council Tax Department

Newcastle under Lyme Borough Council

Castle House

Barracks Road

Newcastle under Lyme

Staffordshire

ST5 1BL

 Post Code:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date: |  |
| Your Full Name: |  | Account No: | 3000000 |  |
| AFull address you are moving into: |  |
|  |  |

**NEW TO THE BOROUGH – NEW OCCUPIER FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Names of all those 18+ who are moving into the property: | Address you have moved from: | Move in Date: | Are you a full time student? |
|  |  |  | [ ]  Yes [ ]  No |
|  |  |  | [ ]  Yes [ ]  No |
|  |  |  | [ ]  Yes [ ]  No |
|  |  |  | [ ]  Yes [ ]  No |
| ***CHECK THIS BOX IF YOU WISH TO APPLY FOR SINGLE PERSONS DISCOUNT:***  | [ ]  |

|  |  |
| --- | --- |
| **ABOUT THE ADDRESS YOU ARE MOVING TO** | **ABOUT THE ADDRESS YOU HAVE MOVED FROM**  |
| Interest in the Property(Owner/Tenant etc.) |  | Interest in the Property (Owner/Tenant etc.) |  |
| Landlord’s Name and Address (if renting) |  | Landlord’s Name and Address (if renting) |  |
| Is your new property furnished or un-furnished? |  | Will the property remain furnished? |  |
| Completion Date/ Tenancy Start Date |  | Completion Date/ Tenancy End Date |  |
| Previous Occupiers/Owners |  | Vacation Date |  |
| Additional Information (Solicitor, Direct Debit, etc.) |  | Additional Information (Solicitor, Direct Debit, etc.) |  |

**DECLARATION**

*I declare that the information given on this form is correct to the best of my knowledge. I am aware that to make a false statement is a serious offence and it is the Council’s policy to prosecute where any statement can be proven to be false. In certain circumstances a penalty may be imposed where a false statement leads to a loss by the Council.*

|  |  |
| --- | --- |
| Name:  | Signature:  |
| Tel:  | Email:  | Date:  |

**Please upload completed form to:** <http://www.newcastle-staffs.gov.uk/counciltaxdocumentupload>

*General Data Protection Regulations: Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data*

*and what your rights are, please read our privacy notice at https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice*