

Council Tax Department  
 Newcastle under Lyme Borough Council  
 Castle House  
 Barracks Road  
 Newcastle under Lyme  
 Staffordshire  
 ST5 1BL



\_\_\_\_\_  
 Your Full Name:

\_\_\_\_\_  
 A Full address you are moving into:

\_\_\_\_\_

\_\_\_\_\_  
 Post Code:

Date: \_\_\_\_\_

Account No: 3000000

**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?                             |
|--|------------------------------|---------------|--|
|  |                              |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |                              |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |                              |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |                              |               | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**CHECK THIS BOX IF YOU WISH TO APPLY FOR SINGLE PERSONS DISCOUNT:**

**ABOUT THE ADDRESS YOU ARE MOVING TO**

|  |  |
|--|--|
| Interest in the Property (Owner/Tenant etc.)           |  |
| Landlord's Name and Address (if renting)               |  |
| Is your new property furnished or unfurnished?         |  |
| Completion Date/Tenancy Start Date                     |  |
| Previous Occupiers/Owners                              |  |
| Additional Information (Solicitor, Direct Debit, etc.) |  |

**ABOUT THE ADDRESS YOU HAVE MOVED FROM**

|  |  |
|--|--|
| Interest in the Property (Owner/Tenant etc.)           |  |
| Landlord's Name and Address (if renting)               |  |
| Will the property remain furnished?                    |  |
| Completion Date/Tenancy End Date                       |  |
| Vacation Date  |  |
| 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>