

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



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

\_\_\_\_\_  
 Property Address:

\_\_\_\_\_

\_\_\_\_\_

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

Property Ref: \_\_\_\_\_

Account Ref: \_\_\_\_\_

Benefit Ref: \_\_\_\_\_

**NEW OCCUPIER FORM – STUDENT HOUSEHOLD**

**TO BE COMPLETED BY ALL OCCUPANTS AGED 18 AND OVER**

	1 <sup>st</sup> Occupant	2 <sup>nd</sup> Occupant	3 <sup>rd</sup> Occupant
Full Name:			
Tenancy Start Date:			
Move in Date:			
Are you a Full Time Student?:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
College/University:			
Date of Birth:			
Home Address:			

	4 <sup>th</sup> Occupant	5 <sup>th</sup> Occupant	6 <sup>th</sup> Occupant
Full Name:			
Tenancy Start Date:			
Move in Date:			
Are you a Full Time Student?:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
College/University:			
Date of Birth:			
Home Address:			

**NB: A STUDENT CERTIFICATE IS REQUIRED FOR ALL STUDENTS APART FROM THOSE STUDYING AT KEELE UNIVERTISY OR STAFFORDSHIRE UNIVERSITY.**

*Please continue overleaf.....*

## ABOUT YOUR TENANCY

Landlords Name and  
Address:

Is your Tenancy  
Agreement 'Joint'  
or 'Individual'?

Joint  Individual

Is your property let  
'furnished'?

Yes  No

## DECLARATION

*I declare that the information given on this form is correct to the best of my knowledge and that there are no other changes to my circumstances. 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:

Received by:

Date:

(Customer Hub Officer)

**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>