Council Tax Department

Newcastle under Lyme Borough Council

Castel House

Barracks Road

Newcastle under Lyme

Staffordshire

ST5 1BL

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date: |  |
| Your Full Name: |  | Property Ref: |  |
| Property Address: |  | Account Ref: |  |
|  |  | Benefit Ref: |  |

**NEW OCCUPIER FORM – STUDENT HOUSEHOLD**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1st Occupant** | **2nd Occupant** | **3rd Occupant** |
| Full Name: |  |  |  |
| Tenancy Start Date: |  |  |  |
| Move in Date: |  |  |  |
| Are you a Full Time Student?: | Yes[ ]  No[ ]  | Yes[ ]  No[ ]  | Yes[ ]  No[ ]  |
| College/University: |  |  |  |
| Date of Birth: |  |  |  |
| Home Address: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **4th Occupant** | **5th Occupant** | **6th Occupant** |
| Full Name: |  |  |  |
| Tenancy Start Date: |  |  |  |
| Move in Date: |  |  |  |
| Are you a Full Time Student?: | Yes[ ]  No[ ]  | Yes[ ]  No[ ]  | Yes[ ]  No[ ]  |
| 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>

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