

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



 Your Full Name:

 Your Current Address:

Date: _____

Property Ref: _____

Account Ref: _____

Benefit Ref: _____

OUTGOING OCCUPIER FORM – STUDENT HOUSEHOLD

TO BE COMPLETED BY ALL OCCUPANTS AGED 18 AND OVER

	1 st Occupant	2 nd Occupant	3 rd Occupant
Full Name:			
Tenancy End Date:			
Move out 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:			
Forwarding Address:			
	4 th Occupant	5 th Occupant	6 th Occupant
Full Name:			
Tenancy End Date:			
Move out 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:			
Forwarding Address:			

Please continue to the declaration overleaf....

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>