Council Tax Department

Newcastle under Lyme Borough Council

Castle House

Barracks Road

Newcastle under Lyme

Staffordshire

ST5 1BL

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

**NOTIFICATION OF DEATH**

|  |  |
| --- | --- |
| Name of Deceased:  |  |
| Date of Death: |  |
| Address: |  |
| Death Certificate Requested? | [ ]  Yes [ ]  No [ ]  ‘Tell Us Once’  |
| Is the property still occupied?  | [ ]  Yes [ ]  No |
| If yes, by whom?   |  |
| Do you wish to apply for Single Persons Discount? | [ ]  Yes [ ]  No  |
| Owners Name and Address: | Next of Kin Name and Address: |
|  |  |

**INFORMANT**

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

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

*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*