

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



\_\_\_\_\_  
Your Name:  
\_\_\_\_\_  
Your Current Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Property Ref: \_\_\_\_\_  
Account Ref: \_\_\_\_\_  
Benefit Ref: \_\_\_\_\_

**UNDER 18 NOTIFICATION**

List of all occupiers:

Full Name	Date of Birth

***Please provide birth certificates and passports for all the above named persons***

**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 Services Clerk)

**For more information contact tel: 01782 715500 or email: [counciltax@newcastle-staffs.gov.uk](mailto:counciltax@newcastle-staffs.gov.uk)**

**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>