



Council Tax - Change of Circumstances

Name & address

Account number:

Date of issue:

Please provide the information requested below using BLOCK CAPITALS and return within 14 days. If you require any assistance please contact Revenues Services.

Part 1 – About you

Your full name: ie <i>Title, first name(s), surname.</i>	Are you the: (<i>please tick</i>) Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Licensee <input type="checkbox"/> Other – <i>please specify</i>
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What was the completion date for the purchase of the property?/...../.....
OR
 What was the date your tenancy started?/...../.....

Is the property unoccupied? YES NO
 If NO, please go to PART 3 – OCCUPIED PROPERTY

Please provide your previous address: (*if applicable*)

Part 2- UNOCCUPIED PROPERTY

Is the property furnished? YES NO If yes, date furniture moved in/...../.....
 Do you regard the property as a holiday or second home? YES NO
 If NO – please give the reason why the property is unoccupied e.g. undergoing renovation:

If the property is unoccupied you must also complete PART 4 to provide us with details of your permanent address.

Part 3 – OCCUPIED PROPERTY

What date did you furnish the property? (*if applicable*)/...../.....
 On what date did you occupy the property?/...../.....

If you are the only resident over the age of 18, do you wish to apply for Single Person Discount? YES NO

DISCOUNTS / EXEMPTIONS - Certain categories of occupying persons may be disregarded/exempted from Council Tax. Please refer to PARTS 2 & 3 of the attached Explanatory Notes for the relevant classes/categories. If you wish to apply for a reduction based on one of the qualifying classes/categories, please contact Revenues Services for further information.

Part 3 (continued)

RESIDENTS – Please give details of all persons aged 18 and over living at the property, including those who may spend time elsewhere e.g. *for work purposes, military posting etc.*

TITLE	FORENAME(S)	SURNAME	Relationship to first named

Part 4 – ADDITIONAL INFORMATION

<p>Correspondence / Permanent Address: If you would like your mail to go to an address other than the property or have completed PART 2 of this form, please provide details.</p>	<p>Address:..... Postcode:.....</p>
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Payment – If you wish to pay by Direct Debit please complete the instruction below.

<p>Name (s) of Account Holder(s)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>Originators Identification Number</p> <table border="1" style="margin: auto; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">9</td> <td style="width: 20px; height: 20px;">9</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">7</td> <td style="width: 20px; height: 20px;">5</td> </tr> </table> <p style="text-align: center; font-size: small;">This information is required by RYEDALE DISTRICT COUNCIL</p>	9	9	1	4	7	5		
9	9	1	4	7	5				
<p>Bank / Building Society account number</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>									<p><u>PAYMENT FREQUENCY</u> - <i>(Please tick box required)</i></p> <p>Monthly as per Statutory Instalment Scheme <input type="checkbox"/></p> <p>Yearly - on 1st April <input type="checkbox"/></p> <p>Twice yearly -on – 1st April and 1st September <input type="checkbox"/></p>
<p>Branch sort code <i>(From your top right hand corner of your cheque)</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>							<p>Council Tax Account No:</p> <p style="text-align: center; font-size: small;">Banks and Building Societies may not accept Direct Debit Instructions for some types of account</p>		
<p>Signature(s)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>									

DECLARATION- I hereby declare that the information provided on this form is true and accurate to the best of my knowledge and belief. I understand that I need to notify the Council within 21 days of any change in circumstances.

Signature:Print name:.....

Contact telephone number: Mobile no:

Email address:Date:

Data Protection Act 1998 – The information provided on this form may be recorded on computer but will be treated as confidential and processed by the Council for any other purposes for the effective and efficient administration of official business. It may also be used for the purpose of crime prevention and detection of fraud.