

# Council Tax Enquiry Form

## - Single Occupant

Full name and address of the applicant:

If you need any help completing this form please phone the Council Tax Office on 01507 601111.

Please use **BLACK CAPITAL LETTERS**.

Account Number:

Property Reference:

To qualify for the single person discount you must be living alone or be the only person aged 18 years or over living in the property.

If you are a new occupier, please complete section 1. If you have a change in circumstances, please complete section 2 or 3 depending which is relevant to your circumstances.

### Section 1: New Occupier - living alone or the only person aged 18 or over

Name	Date of birth	Date moved in	Previous address

### Section 2: Change in Circumstances - someone has moved in with you

Name of person(s) aged 18 or over	Date of birth	Date moved in	Previous address	Relationship to liable person	Please tick if joint tenant/owner

Your change in circumstances may mean that we have to create a new Council Tax account. If you currently pay by Direct Debit and would like this to continue, please tick this box:

If the person stated above does not live at your address as their main home, please provide their home address (If applicable):

Address	Additional comments

*Continued over*

## Section 3: Change in Circumstances - you now live alone

Name of person(s) aged 18 or over	Date of leaving*	Full forwarding address*	Relationship to liable person	Please tick if joint tenant/owner

\*If your claim for discount is because someone previously living in your property has now passed away, please tick this box:

Your change in circumstances may mean that we have to create a new Council Tax account. If you currently pay by Direct Debit and would like this to continue, please tick this box:

### Declaration

I declare that the information given is correct to the best of my knowledge.

Signed:	<input type="text"/>	Date:	<input type="text"/>
Full name:	<input type="text"/>	Tel:	<input type="text"/>
Email:	<input type="text"/>		

**If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.**

If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax Office on 01507 601111 to check.

**WARNING: If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.**

### Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, East Lindsey District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.e-lindsey.gov.uk/privacy](http://www.e-lindsey.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.

