

Account Number:

Property Reference:

Please use **BLACK CAPITAL LETTERS**.

Full address of the property this form relates to:

Please list all of the people aged 18 or over (including yourself) occupying, or responsible for, the above property:

Title	First Name	Surname	Relationship to you	Owner (please tick)	Tenant (please tick)

Are you occupying or soon to move into the above address? Yes No

If Yes, what date did you move in/are you due to move in?.....

Please confirm your previous address:

If you have moved out of a property in the East Lindsey District Council area, please complete the Moving Out Form.

If No, please confirm your current address:

Is the property furnished? Yes No

If Yes, what date did you/will you move furniture into the property?

If you are the owner of the property, what date was the purchase completed?

If you rent the property, please confirm the name, address and contact details of the owner and/or any managing agent:

If you rent the property, what date did your tenancy start?

What date did the previous occupiers vacate (if known)?.....

Please give the previous occupiers' names and forwarding address (if known):

Please provide any further information you wish to tell us about:

If you wish to pay by Direct Debit you are able to set this up online once the Council Tax bill has been issued. [Set up a Direct Debit - East Lindsey District Council \(www.e-lindsey.gov.uk/directdebit\)](http://www.e-lindsey.gov.uk/directdebit)

Further information on how to reduce your Council Tax can be found on the website: [Can I get a Council Tax reduction? - East Lindsey District Council \(www.e-lindsey.gov.uk/CouncilTaxReductions\)](http://www.e-lindsey.gov.uk/CouncilTaxReductions)

If you have moved out of a property in the ELDC area, please also complete the Moving Out Form.

Declaration

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

Signed:

Date:

Full name:

Your telephone number:

Your email address:

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.

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 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.



PSPS
Public Sector Partnership Services Ltd

Delivering services for

