

To Be Returned To:
 Perth & Kinross Council
 Executive Director (Housing & Community Care)
 PO Box 7300
 PERTH
 PH1 5WH
 Telephone No: (01738) 476000
 (Mon-Fri 8.45am to 5.00pm)
 Email: localtaxes@pkc.gov.uk
 Fax No: (01738) 475610



LIABILITY FOR COUNCIL TAX

EXPLANATORY NOTE

This form should be completed if you have recently changed address or are about to change address. This form may also be completed when the person(s) liable to pay Council Tax changes.

Please return the completed form to **THE COUNCIL TAX UNIT, PO BOX 7300, PERTH, PH1 5WH.**

Should you require any assistance in completing this form you may telephone a member of staff on **(01738) 746000** Alternatively, you can visit the **Reception at Pullar House, 35 Kinnoull Street, Perth.**

PLEASE COMPLETE ALL SECTIONS.

SECTION A: This section refers to your PREVIOUS address.

Account Number (if known):

Name(s):

Previous Address:

 Postcode:

Were you (please tick relevant box below):

Owner Joint Tenant Sub-Tenant Living with relatives
 Joint Owner Tenant Joint Sub-Tenant

Date you sold or terminated the tenancy/lease of the property:

Name and address of selling Solicitor/Leasing Agent/Housing Association or Landlord:

Moving out date:

If you moved out before the property was sold/or lease was terminated, please indicate whether the property was left furnished or unfurnished, by ticking the relevant box below:

Furnished Partly Furnished Completely Unfurnished

If the property is partly furnished, please give brief details of contents:

If known, please provide the name(s) of the new occupant(s):

If you currently remain the person liable for Council Tax at your previous address, please state below your reason for leaving and also the intended future use of the property (e.g. to be placed on the market for sale, tenancy to cease, to be offered for let, alterations to be made, to be used as a second/holiday home etc):

.....

SECTION B: This section refers to your NEW address.

Name(s):

New Address:

..... Postcode:

Daytime Telephone Number:

Are you (please tick relevant box below):

Owner Tenant Joint Owner
Joint Tenant Sub-Tenant Living with relatives

Has the above property been newly built? YES NO

Date you purchased, rented or leased this property:

Name and address of Solicitor/Leasing Agent/Housing Agent or Landlord:

Moving in date:

If you did not move in straight away, please indicate whether the property was furnished or unfurnished during this period, by ticking the relevant box below:

Furnished Partly Furnished Completely Unfurnished

If the property is partly furnished, please give brief details of contents:

Please detail the total number of adults who reside in the property (an adult is a person 18 years or over):

Provide the names of all ADULTS who live with you:

Names of other Joint Owners or Joint Tenants, if any:

If any of the adults who live with you fall into the following categories, please tick the relevant boxes:

Full Time Students Student Nurses YTT's (YTS, Skill Seekers)
Apprentices Care Workers Severely Mentally Impaired

Give details of any other disregarded category as detailed in your billing documentation

If known, please provide the name(s) and new address of the previous occupant(s):

SECTION C:

I DECLARE THAT THE INFORMATION GIVEN ON THIS FORM IS, TO THE BEST OF MY KNOWLEDGE, ACCURATE AND COMPLETE.

Signature: Date:

DATA PROTECTION

Any information you have provided will be used for the billing and collection of local taxes and the recovery of any unpaid debts due to the Council. Disclosures to third parties will only be made to agents employed by Perth & Kinross Council to recover unpaid debts and to those organisations with a legal right of access, e.g. Inland Revenue. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud therefore it may also share this information with other bodies for these purposes.

In terms of the Data Protection Act 1998, you are entitled to know what information this Council holds about you, on payment of a fee of £10. Application should be made to the Executive Director (Housing & Community Care), Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.