

TO BE RETURNED TO:
 Perth & Kinross Council
 Local Taxes
 PO Box 7300
 Perth
 PH1 5WH
 Tel: (01738) 477430, Option 1
 (Mon-Fri 8.45am to 5.00pm)
 Email: localtaxes@pkc.gov.uk

Council Tax Notification of a Change of Circumstances



EXPLANATORY NOTE

This form may be used to notify the Council of any changes of circumstances which may affect your Council Tax bill.

Please note that any changes which may affect your bill, such as no longer being entitled to Council Tax discount, exemption or disablement reduction should be reported within 21 days of the change.

If you require assistance in completing this form, you may visit the customer services point at Pullar House, 35 Kinnoull Street, Perth, PH1 5GD or telephone (01738) 477430

PLEASE RETURN THE COMPLETED FORM TO LOCAL TAXES, PO BOX 7300, PERTH, PH1 5WH.

Section A; to be completed in all cases

Name of liable person(s)	
Address	
Telephone Number	
Email address	
Account Number	
Property Address (if different from above)	

Section B; complete if number of people in household have increased

1) Number of persons over 18 (including yourself) now residing in the property	
2) Name(s) of person(s) who have moved into the property	
3) Previous address of above named person(s)	
4) Date person(s) moved into the property	
5) What is your relationship to the above named? (delete as appropriate)	Spouse/Partner/Family Member/Lodger/Tenant/Other
	If "other" please specify your relationship;

Section C; complete if number of people in household have decreased

1) Number of persons over 18 (including yourself) now residing in the property	
2) Name(s) of person(s) who have moved out of the property	
3) Date person(s) moved out of the property	
4) Reason for moving out of the property (e.g. separated, working away)	
5) Forwarding address(es) for the above person(s)	

Section D; other changes which may affect existing discount entitlement

1) Name of person who should no longer be disregarded	
2) Details of change – above named is no longer (delete as appropriate):	Student/Student Nurse/Apprentice/Youth Training Trainee/Hospital Patient/In Detention/ Care Worker/18 Years Old/Other If “other” please specify
3) Date of change	

Section E; changes which may affect existing property exemption/discount

1) The date you moved back into the property	
2) How many adults are now residing in the property	
3) Please specify reason(s) for your absence from the property	
4) Provide any other information which may be relevant to Council Tax Exemption/Discount	

Section F – declaration – this section must be completed

- ✓ I certify that the information supplied is accurate.
- ✓ I understand that to deliberately provide false information for monetary advantage is a criminal offence and that legal action may be taken should false information be given.
- ✓ I agree to inform Perth & Kinross Council immediately regarding any change which may affect entitlement to any exemption or discount (e.g. change of tenancy, ownership, occupation or vacation).

Name	Signature	Date

DATA PROTECTION NOTICE: The information provided by you will be used by Perth & Kinross Council for the billing and collection of local taxes and the recovery of unpaid debts due to the Council. The information may be shared with third party agents employed by Perth & Kinross Council to recover unpaid debts and those organisations with legal right of access e.g. HMRC. 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. It may also share this information with other bodies responsible for auditing or administering public funds for those purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please visit our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.