

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](mailto:localtaxes@pkc.gov.uk)

## Council Tax – Change of Address Form



### EXPLANATORY NOTE

You can also notify us of your change of address by going on-line at [www.pkc.gov.uk/counciltax](http://www.pkc.gov.uk/counciltax). This should be done by the person(s) liable to pay Council Tax charges.

You can also complete this form and return it to the above address.

Should you require any assistance in completing this form you may telephone a member of staff on **(01738) 477430**. Alternatively you can visit the **Customer Services Point at Pullar House, 35 Kinnoull Street, Perth, PH1 5GD**

### **Section A; This section refers to your PREVIOUS address**

<b>Account Number (if known)</b>									
<b>Name</b>									
<b>Previous Address</b>									
<b>Were you (please tick relevant option)</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Owner</td> <td style="width: 50%;">Sub-Tenant</td> </tr> <tr> <td>Joint Owner</td> <td>Joint Sub-Tenant</td> </tr> <tr> <td>Tenant</td> <td>Living With Relatives</td> </tr> <tr> <td>Joint Tenant</td> <td></td> </tr> </table>	Owner	Sub-Tenant	Joint Owner	Joint Sub-Tenant	Tenant	Living With Relatives	Joint Tenant	
Owner	Sub-Tenant								
Joint Owner	Joint Sub-Tenant								
Tenant	Living With Relatives								
Joint Tenant									
<b>Date you sold or terminated the tenancy/lease of the property</b>									
<b>Name and address of selling Solicitor/Leasing Agent/Housing Association or Landlord</b>									
<b>Moving out date</b>									
<b>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 option</b>	<table style="width: 100%; border: none;"> <tr> <td>Furnished</td> </tr> <tr> <td>Partly Furnished</td> </tr> <tr> <td>Completely Unfurnished</td> </tr> </table>	Furnished	Partly Furnished	Completely Unfurnished					
Furnished									
Partly Furnished									
Completely Unfurnished									
<b>If the property is partly unfurnished, please give brief details</b>									
<b>If known, please provide the name(s) of the occupant(s)</b>									
<b>If you currently remain the person liable for Council Tax at your previous address, please state your reasons for leaving and also the intended future use of the property</b>									

**Section B; This section refers to your NEW address**

<b>Name</b>									
<b>New Address</b>									
<b>Daytime Telephone Number</b>									
<b>Are you (please tick relevant option)</b>	<table> <tr> <td>Owner</td> <td>Sub-Tenant</td> </tr> <tr> <td>Joint Owner</td> <td>Joint Sub-Tenant</td> </tr> <tr> <td>Tenant</td> <td>Living With Relatives</td> </tr> <tr> <td>Joint Tenant</td> <td></td> </tr> </table>	Owner	Sub-Tenant	Joint Owner	Joint Sub-Tenant	Tenant	Living With Relatives	Joint Tenant	
Owner	Sub-Tenant								
Joint Owner	Joint Sub-Tenant								
Tenant	Living With Relatives								
Joint Tenant									
<b>Has the above property been newly built?</b>	Yes/No								
<b>Date you purchased, rented or leased this property</b>									
<b>Name and address of Solicitor/Leasing Agent/Housing Agent or Landlord</b>									
<b>Moving in date</b>									
<b>If you did not move in straight away, please indicate whether the property was furnished or unfurnished during this period , by ticking the relevant option</b>	<table> <tr> <td>Furnished</td> </tr> <tr> <td>Partly Furnished</td> </tr> <tr> <td>Completely Unfurnished</td> </tr> </table>	Furnished	Partly Furnished	Completely Unfurnished					
Furnished									
Partly Furnished									
Completely Unfurnished									
<b>If the property is partly unfurnished, please give brief details of contents</b>									
<b>Please detail the total number of adults who reside in the property (an adult is a person 18 years or over)</b>									
<b>If no adults reside in the property, is the property used as a second/holiday home for 25 days or more per year</b>									
<b>Please provide the names of all ADULTS who live with you</b>									
<b>Please confirm your relationship e.g. partner spouse, family member etc.</b>									
<b>If any of the adults who live with you fall into the following categories, please tick the relevant option(S)</b>	<table> <tr> <td>Full Time Students</td> <td>Care Workers</td> </tr> <tr> <td>Apprentices</td> <td>YTT's (YTS, Skill Seekers)</td> </tr> <tr> <td>Student Nurses</td> <td>Severely Mentally Impaired</td> </tr> </table>	Full Time Students	Care Workers	Apprentices	YTT's (YTS, Skill Seekers)	Student Nurses	Severely Mentally Impaired		
Full Time Students	Care Workers								
Apprentices	YTT's (YTS, Skill Seekers)								
Student Nurses	Severely Mentally Impaired								
<b>Give details of any other disregarded category as detailed in your billing documentation</b>									
<b>If known, please provide the name(s) and new address of the previous occupant(s)</b>									

**Section C; Declaration**

- ✓ 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 PROTECTON 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](http://www.pkc.gov.uk/dataprotection); email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk) or phone 01738 477933.