This form constitutes a notice under Regulation 3 of the Council Tax (Administration & Enforcement) Regulations 1992 (SI 1992 No. 613). Please read the guidance notes overleaf and the declaration below then complete and sign the form and return it to Charnwood Borough Council, Council Tax Dept, PO Box 184, Erith, DA8 9EU.

Please use the guidance notes overleaf to establish who is/are the liable person(s) for Council Tax and complete the form in full to ensure that the chargeable amount is correctly assessed.

PROPERTY ADDRESS:

I can confirm that the following person left my household on the following date: Name: Date:

Is this move permanent? Yes No Is he/she still your partner? Yes No

Has he/she left for employment purposes? Yes No (If yes, please give full details on a separate sheet, including length of contract. Please also state where he/she would be resident if not for employment constraints)

Their forwarding address is:

If you cannot provide the forwarding address for this person, please complete the additional section of this form overleaf.

The liable person(s) for Council Tax at this address is: (see guidance notes overleaf)

How many people aged 18 or over (including yourself) live at the above address?

DECLARATION:

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

Signature: Date:

Phone (day):

Full Name: Phone (evening):
PLEASE NOTE, DISCOUNT WILL NOT BE AWARDED UNLESS THIS FORM IS FULLY COMPLETED AND THE DETAILS CAN BE VERIFIED.

If you are unable to provide the current address of the person who has left your household, named overleaf, please complete the following details. If, from the information you provide, I am able to verify that the person named overleaf has left your address, my records will be amended and discount awarded, if applicable.

Their telephone number:

Please provide a contact address for them:
  e.g. family, friend, employer

This address is:
  (please tick)
  ☐ Employer  ☐ Family Member  ☐ Other - please specify

If you are unable to provide any of the details requested above, please give full details of the reasons for this below:

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COUNCIL TAX LIABILITY GUIDANCE NOTES

WHO HAS TO PAY THE COUNCIL TAX?

There is one Council Tax bill for each dwelling, whether it is a house, bungalow, flat, maisonette, mobile home or houseboat, and whether it is owned or rented. To work out who has to pay for your home, look down the list in the box below. As soon as you reach a description which applies to someone in your home, they will be responsible for the bill (and will be the 'liable person').

a) A resident freeholder (so for owner-occupied property the owner is liable);

b) A resident leaseholder (this includes assured tenants under the Housing Act 1988);

c) A resident statutory or secure tenant;

d) A resident licensee;

e) The owner (this applies where the dwelling has no residents).

A 'resident' is a person of 18 years or over who lives in the dwelling as their only or main home.

This means that owner occupiers or resident tenants (including council tenants) usually have to pay the tax. If the property is empty, or it is no-one’s main home, the owner is usually responsible for the bill.

DOES ONLY ONE PERSON HAVE TO PAY IN EACH DWELLING?

In some cases, more than one person is responsible for seeing that the bill is paid. People who are joint owners or joint tenants are jointly liable. Generally, husbands and wives of people who are liable are jointly responsible for paying the bill if they live in the same dwelling. This also applies where a man and woman are living together as husband and wife. A person who is severely mentally impaired will not be jointly liable.

DOES EACH LIABLE PERSON GET THEIR OWN BILL?

In Charnwood, one bill is produced for each dwelling. It is addressed to the liable person or, if more than one person is responsible for the bill, to the first two named persons.

HOW DO COUNCILS KNOW WHO IS LIABLE?

We may send out forms for information, so that we can tell who should pay. If we send you a form, you must complete it and return it to us. If you don’t return the form, you may face a penalty of £50. You must also let us know within 21 days of any change in circumstances which may affect who is responsible for paying the bill.

WHAT IF I DISAGREE WITH THE COUNCIL’S DECISION ABOUT WHO IS LIABLE?

If you disagree with the council’s decision about your liability, you should write to us explaining what you object to and why. We have to provide an answer within 2 months. If you still disagree with the council, or if we have not acted within the 2 month period, you can appeal to a Valuation Tribunal. A booklet is available on request from the council offices giving details of how to appeal. You should continue to pay your original bill while your appeal is outstanding.
DATA PROTECTION

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.chanwood.gov.uk/privacynotice