Page 1 of this form constitutes a notice under Regulation 3 of the Council Tax (Administration & Enforcement) Regulations 1992 (SI 1992 No. 613) and as such you are required to supply the information requested within 21 days of this notice. Failure to do so could lead to a penalty of £50. Please read the declaration below then complete, sign and return the form to Charnwood Borough Council, Council Tax Dept, PO Box 184, Erith, DA8 9EU.

Name(s) of liable person(s): please list all persons jointly liable and indicate which description best describes them.

<table>
<thead>
<tr>
<th>Title</th>
<th>Forenames</th>
<th>Surname</th>
<th>Please tick the most appropriate box</th>
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<td>Owner Occupier</td>
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<td>Other Resident</td>
</tr>
</tbody>
</table>

Is property rented or owned? □ Owned □ Rented Date of purchase/start of tenancy
Is property occupied □ Yes □ No Date of Occupation
If rented, let furnished? □ Yes □ No Date furnished (purchase or rental)

If rented please provide landlord’s name and address and Agent’s details (if used)

Please provide your previous address

Were you liable for Council Tax at this address? □ Yes □ No

Please indicate preferred payment method and complete and return enclosed Direct Debit instruction if applicable

□ Direct Debit - payable 3rd or 25th monthly
□ Other – payable 1st monthly

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

Signature

Date:

Phone (day):

Full Name

Phone (evening):
COUNCIL TAX
COMMENCEMENT OF OCCUPATION FORM

Is your residency in the property due to employment purposes?
If yes a further form may be sent to you.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

YOU DO NOT NEED TO COMPLETE THE REMAINING PARTS OF THIS FORM, BUT DOING SO MAY SPEED UP THE AWARD OF DISCOUNT, EXEMPTION OR DISABILITY BAND REDUCTION.

How many people (including yourself) aged 18 or over live in the dwelling?

If the answer to the above is 1, please read and sign the following declaration.

I certify that I am the only person aged 18 or over resident at the above address and as such claim 25% Sole Occupancy Discount from the Council Tax. I undertake to advise the Revenues Manager within 21 days should the number of persons resident in the property increase. I understand that it is a criminal offence to receive discount to which I am not entitled and also understand that it is an offence to give false information. The latter could make me liable for a penalty of £50 for a first offence and £200 for each subsequent offence.

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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</table>

If you have signed the above declaration to apply for Sole Occupancy Discount, please indicate the total number of residents aged 16 or 17 and, if appropriate, give full details below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Forename(s)</th>
<th>Surname</th>
<th>Date of Birth</th>
<th>Title</th>
<th>Forename(s)</th>
<th>Surname</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

Please indicate number of persons aged 18 or over who normally live in the dwelling and fall in each of the following categories.

- Apprentice
- Religious Community Member
- Resident patient in home/hospital/hotel
- Student Nurse

- Carer
- Member of visiting Force
- School Leaver
- YTS Trainee

- In Detention
- Non British Student
- Severely Mentally Impaired
- Student

- Member of International HQ/Defence Org
- Over 18 yrs old & Child Benefit still payable

If the result of deducting the total number of residents within the above categories from the total number of residents aged 18 or over is less than 2, you may qualify for a discount. A further form will be sent to you if appropriate.

DISABILITY BAND REDUCTION - Please tick the box if a person with a disability lives at your home and your home has had to be adapted to provide additional facilities for that person or he/she uses a wheelchair indoors.

A further form will then be sent.

EXEMPTION/DISCOUNT – Please tick below if the property falls into any of the following categories and an application form will be issued if appropriate.

- Part of deceased person’s estate
- Owned by Charitable organisation
- Occupation prohibited by law
- Repossessed

- Liable person is a student
- A pitch of mooring
- Liable person is a trustee in bankruptcy

- Liable person provides care elsewhere
- Unfurnished & in need of/undergoing major repair works or structural alterations
- The liable person is receiving care elsewhere (not home or hospital)

- Unfurnished – please provide date furniture was removed

This form will be digitally stored
This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit Charnwood Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Charnwood Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by Charnwood Borough Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - if you receive a refund you are not entitled to, you must pay it back when Charnwood Borough Council asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Please fill in all shaded areas below and overleaf where applicable, cut along the line above and retain the guarantee for your information. Return the whole of this portion of the form to Charnwood Borough Council. The information you give in the first section is for use by Charnwood Borough Council only and is not part of the Instruction to your Bank or Building Society.

<table>
<thead>
<tr>
<th>Your name and address</th>
<th>Address of property to which Council Tax relates</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Please tick preferred monthly payment date:

- 3rd
- 25th

Instruction to your Bank or Building Society to pay by Direct Debit

Name and full postal address of your Bank or Building Society

To the Manager Bank / Building Society

Address

Originator's Identification Number

| 8 | 5 | 8 | 3 | 1 | 6 |

Instruction to your Bank or Building Society

Please pay Charnwood Borough Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Charnwood Borough Council and, if so, details will be passed electronically to my Bank/Building Society

Reference / Council Tax Number (office use only)

| (WEB) |

Bank/Building Society Account Number

Signature(s):

Date:

Phone No (day):

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

P.T.O

This form will be digitally stored
Third Party Instructions

To be read and completed by the person to whom this form was issued:

If payments are to be claimed from a bank account held by someone other than the person liable to pay Council Tax (to whom this form was issued), the council will send a copy of any bills issued on the Council Tax account overleaf to the bank account holder. This is necessary in order to advise them of the amounts and dates of payments to be claimed from their bank account. Please show the address of the bank account holder for this purpose, and confirm that you understand that copy bills will be sent to them. If this information is not given, I will be unable to implement the Direct Debit Instruction.

Bank Account Holder’s name and address:

I understand that a copy of my Council Tax bills will be sent to the person named above, from whose bank account payments will be claimed.

Signed: ___________________________ Date: ____________

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