

## Council Tax

ADDRESS:

Ref:

Please ask for: Council Tax

Telephone: (01432) 260360

Fax: (01432) 260484

E-mail: counciltax@herefordshire.gov.uk

### Section A

My records show that the circumstances of this property have recently changed. Please complete this form in BLOCK CAPITALS, even if the property is unoccupied, and return it in the prepaid envelope provided.

#### 1. If the property is occupied

Please enter the names of the person(s) who are liable to pay Council Tax.

	Title	Forename	Surname	Date of Occupancy
1				
2				
3				
4				
5				

Previous address (if in the Herefordshire area).

1
2
3

#### 2. If the property is unoccupied

Name of owner(s) \_\_\_\_\_

Address of owner(s) \_\_\_\_\_

Date that the property was bought \_\_\_\_\_

Is the property furnished or unfurnished? \_\_\_\_\_

Is the property going to be occupied? YES/NO

If YES, please give the date and complete Section 1 \_\_\_\_\_

### Declaration

I declare that the information I have given is correct and I will notify the Herefordshire Council should my circumstances change.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**You may be entitled to a discount, exemption or reduction, PLEASE SEE OVERLEAF>**

## Section B

You are not legally obliged to complete this section unless you wish to claim an exemption or discount. You should still claim even if you are applying for rebate.

### Exempt Properties

If any of the following apply to this property, please tick the appropriate box;

1. Unoccupied property
2. Occupied only by students
3. Owned by the Ministry of Defence

If you have ticked one of the boxes, you will receive further details in due course.

### Discounts and Disregards

#### Single Person Discount

If you are the only resident (aged 18 or over) and you wish to claim a single person discount, please write "YES" in the box:

#### Status Discounts

If you wish to claim a "status" discount, please enter the details in the boxes below. You should list all household members (aged 18 or over) and indicate the category of discount that you wish to apply for. Please provide documentary evidence to support your claim.

Names of all people in the household	Category Number
Please continue on a separate sheet if necessary	

### Reductions

You may get a reduction if a member of your household is disabled.

Does anyone who lives in the property have a disability?

YES

NO

If you have ticked "YES", further details will be sent to you.

### Declaration

I declare that the information I have given is correct to the best of my knowledge and belief. I authorise the Herefordshire Council to verify any information declared, should they wish to do so.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number \_\_\_\_\_  
(You do not have to give your telephone number, but it may help to speed up your claim)

If you would like more information, advice or help with this form, please contact the Council Tax Department at the address overleaf, or on telephone number (01432) 260360.