

Account reference (office use only) :



Council Tax: Cancellation of Single Occupation Discount

If one or more adults have recently moved into the property with you, this may alter how much Council Tax you have to pay. In order for us to recalculate your bill, please provide the following information:

Property Address	
Name of Person(s) Moving In (and their relationship to yourself)	1st: 2nd:
Date of Move(s)	1st: 2nd:
Their Previous Addresses	1st: 2nd:
Were they responsible for paying the Council Tax bill at their previous address? If the person(s) have moved from another address in the area, they should send us a separate notification in writing giving us all the details, or fill in a Change of Address form from this office.	1st: 2nd:
Signature:	Date:

If you have any further queries, or problems completing this form, you can contact us in the following ways:

Telephone: Burton (01283) 508030
9am – 1pm, Monday to Friday

Email: council.tax@eaststaffsbc.gov.uk

Please refer to www.eaststaffsbc.gov.uk/privacy-notice to learn how the personal data you have provided to us will be used by East Staffordshire Borough Council.