



Revenues Team
Address: ESBC
PO Box 8045
Burton upon Trent
DE14 9JG

Council Tax: Cancellation of Single Person 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:

Account reference (office use only) :

Property Address	
Name of Person(s) Moving In	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 any problems completing this form, you can contact us in the following ways:

Telephone: Burton (01283) 508030	In Person: At the Customer Service Centres at either , the Market Place, High Street, Burton upon Trent or the Uttoxeter Library Red Gables High Street Uttoxeter
E-Mail : council.tax@eaststaffsbc.gov.uk	Fax: Burton (01283) 308388

Please return this form to the Revenues Team at the following address:
ESBC, PO Box 8045 Burton upon Trent, DE14 9JG