



Revenues Team

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

Have we got your details wrong? (Council Tax registration)

Please complete the relevant parts and return to us, **if the bill we have sent to you is incorrect.** If you have any other queries, please telephone us on 01283 508030, e-mail us at council.tax@eaststaffsbc.gov.uk, or visit our Customer Services Centres at either the Market Place, High Street, Burton upon Trent or The Library, Red Gables High Street, Uttoxeter.

1. Billed address

Address of property:	Address that you want the bills to be sent to (if this is different), or forwarding address:
Phone number:	Phone number:
Are you (still) responsible for the property? If No, please complete the shaded boxes opposite If Yes, please complete the boxes below and overleaf.	When did you cease to be responsible for the property?
When did you buy or rent this property?	When did you leave the property?
If this is a different date when did you occupy this Property?	Please give the name(s) and address(es) of the owner(s) and any other information, such as names of new occupiers.
If this is a different date, when did you furnish this Property?	
Do you have any other related information, such as name(s) & address(es) for the previous occupier/ owner?	If you have moved into another address in the East Staffs BC area please also complete Sections 3 to 5 overleaf.
Please remember to sign and date the declaration on the reverse of this form.	

2. Your previous address

Please complete this part if you have moved from an address in East Staffs BC's area	
Please give your previous address.	
Were you the Council Tax payer at that address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What date did you leave that address?	
Do you still own or rent the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, is it still furnished?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the property was rented, please give the name and address of the owner.	
Please give the name(s) and previous address(es) of the new occupiers of your old property (if you know).	

3a. Details of who lives at your current address

Please complete part 3a and 3b if you have moved into a property in East Staffs BC's area, or if you think you may be entitled to a reduction, or may no longer be entitled to one which is shown on your bill.

How many people over 18 live at this address?

Please list all the people, including yourself, who live in the property as their **only or main home**, and **who are aged 17 or over**. Include any students who live in the property during term or vacation time.

Full name, including title (Mr, Mrs, Miss, and so on)	Date of birth (only if aged 17 years)	Disabled people Please tick if this person is physically disabled.	Relationship (for example, husband, wife, partner, daughter, and so on)

3b. Discounts

Do any of the people listed above come under one of the discount categories? Please see the Council Tax leaflet for more details.

Yes

No

If 'Yes', who?

If 'Yes', please write in why you think so.
If they are a student, please send their student certificate with this form.



Would you like to pay by Direct Debit? If you would, please telephone us on 01283 508030 with your bank details OR you can print off the form at [How to Pay by Direct Debit](#), complete and sign and return to us.

(Your bill will show whether you are already paying by this method)

Declaration

The information I have given is correct.

Signature:

Full name:

Date:

Phone number: