



**Revenues Team**

Address: ESBC, PO Box 8045  
Burton upon Trent DE14 9JG  
www.eaststaffsbc.gov.uk

## Are you moving into a new address? (Council Tax registration)

If you have any questions or problems filling in this form, please telephone us on 01283 508030 or call into our Customer Service Centres at either the Market Place, High Street, Burton upon Trent or The Library, Red Gables, High Street, Uttoxeter.

### Your new address

<b>Address of your property:</b>	<b>Address which you want bills to be sent to (if this is different):</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>On what date did the property sale complete / tenancy start?</b>	
<b>On what date did you move furniture into the property? (if different to above)</b>	
<b>On what date did you occupy the property? (if different to above)</b>	
<b>Do you rent the property? *Please tick boxes to right.</b>	<b>Yes</b> <input type="checkbox"/> * <b>No</b> <input type="checkbox"/> *
<b>If the property is rented:</b>	<b>Yes</b> <input type="checkbox"/> * <b>No</b> <input type="checkbox"/> *
◆ <b>Was the property already furnished?</b>	
◆ <b>Please give the name and the address of the person /agency you pay rent to.</b>	
<b>Please give the name and forwarding address for the previous tenant or owner (if known).</b>	

**How many people over 18 years of age live at this address?**

Please give the details below of 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.

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

## Your Previous Address(es)

<p>Please give your last address</p> <p>If your last address was outside this area, but you have previously lived in East Staffordshire, please <u>also</u> include details of that address for linking purposes).</p>	
Were you the Council Tax payer at that address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
On what date did you vacate the property / remove furniture?	
On what date did the sale complete / tenancy end? (if later than date above)	
Do you still own or rent the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes above, 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 names and previous addresses of the new occupiers ( <i>if known</i> ).	

## Discounts

<p>Do any of the people who live in your new property come under one of the discount categories named in the guidance notes?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
If 'Yes', please confirm who?	
If 'Yes', please write in the category (for example, D3). You may be asked to provide evidence before any discount is awarded.	



<p>If you would like to pay by Direct Debit, either contact us on 01283 508030 to provide your bank account details or tick the box to the right and we will send the form for you to complete.</p>	<input type="checkbox"/>
<p>If you already pay by Direct Debit on your previous account within the area and wish this arrangement to continue, please tick the box to the right so that your bank details can be transferred.</p>	<input type="checkbox"/>
<p>You can find more ways to pay in the accompanying guidance notes.</p>	

## Declaration

<p>The information I have given is correct.</p>	
Signature:	Date:
Full name:	

Please fill in this form and return it to us at the address overleaf as soon as possible.