

COUNCIL TAX OCCUPIERS RETURN



good services, good value

PO BOX 11, PERSHORE, WORCS, WR10 1PU.

Tel: (01386) 565130,

e-mail: revenues@wychavon.gov.uk

Please complete using black ink and
return this form immediately.

Date of Issue

1. Property Reference (if known)

2. Address of Property (including postcode)

3. Full Name of the Person(s) responsible for the Council Tax bill (see note overleaf)

3a. Name and address of landlord or agent if the property is rented.

4. Date of Purchase / Tenancy

4a. Is the property furnished. YES NO

5. Date of Occupation (if different from above)

6. Do you wish Council Tax bills to be sent to a different address. YES / NO

If YES please state address.

7. Before you moved into the address above did you live in or pay Council Tax to Wychavon ? YES / NO
If yes please provide your previous address(es) and the date(s) you lived at this / these address(es)

FROM TO

FROM TO

8. Do you wish to apply for any of the following reductions ? (Please tick relevant box(es))
See notes overleaf.

Single Occupant Discount	<input type="checkbox"/>	Disabled Person Reduction	<input type="checkbox"/>
Second Home Discount	<input type="checkbox"/>	Council Tax Benefit	<input type="checkbox"/>
Empty Property Exemption	<input type="checkbox"/>	Discount (other residents disregarded)	<input type="checkbox"/>

9. Signature (see declaration overleaf)

10. Date

11. Daytime telephone number/ mobile telephone number for contact

(You do not have to provide your telephone number but it may be useful if we need to contact you)

DECLARATION

I declare that to the best of my knowledge and belief, all the information I have given on this application is true and complete in all respects. I am willing for the Council to make any enquiries they wish to make sure the information is true. I undertake to notify the Council as soon as these circumstances change.

I acknowledge that failure to do so could result in a penalty being imposed. I understand that the information given on this form may be used in connection with administration of Benefits. It may also be matched against data held by this and other local authorities and any other benefits, grants and awards I may have applied for.

NOTES

PERSON(S) RESPONSIBLE FOR THE COUNCIL TAX BILL

The person who has to pay the the Council Tax Bill will be the person(s) who falls into the first level of the categories listed below.

- a) resident owner(s)
- b) resident leaseholder(s)
- c) resident(s) who are statutory or secure tenants
- d) residents who have a contractual licence
- e) other resident(s)
- f) non - resident owner(s)

Different rules apply to the following types of dwelling where the owner will be responsible for the Council Tax rather than those living there:-

Residential Care Homes; Nursing Homes; Hostels;

Dwellings inhabited by religious communities;

Houses in multiple occupation (e.g. bedsits with shared facilities);

Properties which the owner only occupies occasionally but where domestic staff reside permanently; Residences of ministers of religion.

REDUCTIONS

If after reading the following information you require further advice, or wish to apply for any of the reductions please tick the box(es) overleaf.

SINGLE OCCUPANT DISCOUNT (See note below on disregarded residents)

If you live alone you may be entitled to 25% off your bill.

SECOND HOME DISCOUNT

If you have a property which is furnished but is no ones sole or main residence you may be entitled to a discount.

EMPTY PROPERTY EXEMPTION

Certain types of properties are totally exempt from Council Tax and others for a limited period.

DISABLED PERSON REDUCTION

If you have a disabled resident in your property and the disabled person uses certain facilities, you may be entitled to a reduction.

COUNCIL TAX BENEFIT

If you are on a low income you may qualify for benefit which can be up to 100% of the Council Tax Bill.

DISCOUNT (other residents disregarded)

In some properties there is more than one resident, but all or some of these may be disregarded people, these include:- Students, Student Nurses, Apprentices, Youth Trainees, Patients whose sole or main residence is in hospital or a home, Severely Mentally Impaired, Carers, A person in detention, School leavers (under 20), A person for whom child benefit is payable, Any person under 18.