# COUNCIL TAX - CHANGE OF CIRCUMSTANCES

Name ………………………………………………………………………………………………………

Address ……………………………………………………………………………………………………

………………………………………………………………………………………………………………

………………………………………………………………………………………………………………

……………………………………Postcode…………………………………………………………

Account Ref (if known)………………………………………………………………………………

Please complete this form to advise of any changes in circumstance regarding the occupants in your household. The form should then be returned to:

South Bucks District Council, Capswood, Oxford Road, Denham, Bucks UB9 4LH

This form can be used to report NEW OCCUPANTS who have moved into your home, or to report OCCUPANTS WHO HAVE VACATED. This form can also be used to report a CHANGE OF NAME or STATUS or to request a DISCOUNT.

For assistance with completing this form, please call the Council Tax Helpline on 01895 837500.

## 1. NEW OCCUPANTS WHO HAVE MOVED IN

<table>
<thead>
<tr>
<th>Name</th>
<th>Previous Address</th>
<th>Date Moved IN</th>
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<tbody>
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The number of adults NOW living in my home is: (you may be entitled to a discount, see section 4)
2. OCCUPANTS WHO HAVE MOVED OUT

<table>
<thead>
<tr>
<th>Names</th>
<th>New Address</th>
<th>Date Moved OUT</th>
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The number of adults NOW living in my home is: (you may be entitled to a discount, see section 4)

3. OTHER CHANGES

- Change of Name

- Reporting a death (please provide a copy of the Death Certificate)

<table>
<thead>
<tr>
<th>Name of Deceased</th>
<th>Date of Death</th>
<th>Executors Name and address</th>
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4. DISCOUNTS

The Council Tax bill is worked out by assuming that there are two or more adults (persons aged 18 or over) living in the property. If only ONE adult lives in the property the bill will be reduced by 25%.

How many adults (18 and over) live in the property?

If ONE, please confirm from when this situation applied ..............................................

If any occupants will become 18 be the end of the financial year (31 March) please give name and date of birth.  
5. PERSONS DISREGARDED

The Council Tax bill may also be reduced by 25% if two or more adults reside in a property and all except ONE fall into one or more of the following categories. Please indicate below whether this is applicable in your case and the relevant form(s) will be sent for your completion.

The number of occupants normally resident in my home who are:

- Students
- Student Nurses
- Project 2000 Nurses
- Apprentices
- Carers
- Care Workers
- Prisoners
- 18/19 year olds still at school
- YT Trainees
- People who are mentally impaired
- Long term residents in hospital
- Residents of Care homes
- Members of Religious Communities
- Members of Visiting armed forces

If ALL the occupiers of the property fall within the above categories your bill may be reduced by 50% or 100%.

By law, you must immediately notify the Council of any changes in circumstance that may alter your entitlement to a discount or exemption. Failure to do so may result in the imposition of a civil penalty.

Declaration
I declare that the information given is complete and correct to the best of my knowledge and belief

Signed ........................................................................................................................................

Name........................................................................................................................................

Date........................................

This authority is under a duty to protect public funds it administers and to this end will use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other public bodies solely for this purpose.