Council Tax – Change of Address

You should use this form to let us know if you have changed address, or intend to move.

Part 1 About your last address

Address of the property that you have moved from (or will be moving from)

_______________________________________

_______________________________________ Postcode ______

When did you move (or expect to move)?

__/__/____

If you owned the property, when did you sell it (or intend to sell)?

__/__/____

Name and previous address of the new owner(s) (if known)

_______________________________________

_______________________________________ Postcode ______

Name and address of the selling agent (if known)

_______________________________________

_______________________________________ Postcode ______

If you rented the property, when did your tenancy end (or is due to end)?

__/__/____

Name and address of your landlord

_______________________________________

_______________________________________ Postcode ______

Part 2 About your new address

Address of the property you have moved to (or intend to move to)

_______________________________________

_______________________________________ Postcode ______

When did you move (or intend to move)?

__/__/____

If you own the property, Was it purchased, inherited or other?

Purchased

Date of purchase __/__/____

Name and address of purchasing agent

_______________________________________

_______________________________________

Inherited

Date of transfer __/__/____

Other

Please state ______________

Name(s) of the property owner(s)

_______________________________________

_______________________________________

If you rent the property, When did your tenancy start (or is due to start)?

__/__/____

Name(s) of the person(s) who are liable to pay the rent to the landlord

_______________________________________

_______________________________________

Name and address of your landlord

_______________________________________

_______________________________________ Postcode ______
**Part 3 About your household at your new address**

Number of persons, aged 18 years or over, who normally reside in the property (or will reside in the property)

Your full name

If you are aged under 18 years please provide your date of birth

Your partner’s name (if applicable)

If your partner is aged under 18 years please provide their date of birth

Name(s) of other residents aged 18 years or over (who have not already been named in this section)

**Part 4 Declaration – please read and sign**

I declare to the best of my knowledge and belief that the information on this form is true and accurate and I will tell you about any change in circumstances that may affect my Council Tax. I understand that it is an offence to knowingly make a false statement and may be liable for prosecution or a fine.

Signature _________________________ Name (print) ______________________ Date ____/____/____

Please provide your email address or telephone number in case we need to contact you about your application. You do not have to tell us but it will help us to contact you quickly if we have any questions.

e-mail address: __________________________________________ Telephone: ___________________

**For additional information on Council Tax, including reliefs and exemptions visit the Council’s website:**
http://www.orkney.gov.uk/ If you are unable to access the Council’s website you can request more information by contacting the Council, as noted below.

**How information about you will be used** - we need the information on this form to determine the correct persons who are liable to pay Council Tax and Scottish Water (water and waste water) charges and to calculate the charge due to the Council. The Local Government Finance Act 1992 is the legal basis for the Council processing your personal information and may be shared as follows:

- Within the local authority, with other local authorities and Audit Scotland to detect and prevent fraud.
- Within the local authority, with other local authorities to pursue outstanding debt.
- Within the local authority to help improve the services provided by the Council, such as information on properties that become empty or become occupied.
- With the Assessor to maintain the Council Tax Valuation List and to evidence empty properties.
- With the Electoral Registration Officer to determine eligibility to vote.

For more information about how we process information, how long we retain the information, or the right to complain please contact us or visit http://www.orkney.gov.uk/Online-Services/privacy.htm. If you are unable to access the Council’s website you can request a paper copy from the Council. Users of smartphones can also scan the code below to access the information.