

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.

email 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.



Please return the completed form to the Council Tax Section, Orkney Islands Council, Council Offices, Kirkwall, Orkney, KW15 1NY. Tel: (01856) 873535 Ext 2133 (Direct Dial 01856 886322), email: revenues@orkney.gov.uk

May 18

For official use only:

Ctax Ref on new property _____ Ctax Ref on old property _____

Valuation Ref on new property _____ Valuation Ref on old property _____

Form Issued ____/____/____ Method of Payment _____ Input by _____ Date ____/____/____

If form completed by member of staff please provide name _____ Update Contact details Y / N