



Property No .....

## Council Tax

Name .....

Address .....

.....

.....

..... Postcode .....

Reference Number .....

Issue Date .....

Return By Date .....

### Notification of Change of Address

If you are 18 years of age or over and are either occupying or have responsibility for a property then you may be liable for the payment of Council Tax. The information provided by you on this form will be used to calculate any charge for Council Tax (including Water and Sewerage where appropriate) you may be due to pay for your property.

**(Please complete this form in black ink and return to the address shown at the end of the form)**

### Details of your new household occupants

Please provide the full names of all those over 18 living in your new home, (including yourself). In addition please also state in the shaded column if any of those person's listed is a Student, Apprentice, YTT (YTS or Skill Seeker), Hospital Patient, in a Nursing/Care Home, Person for whom Child Benefit is in payment, Carer, Severely Mentally impaired or who is living away from home but would normally be resident in the property.

Forename(s)	Surname	Title	Relationship to you (e.g. partner, child etc)	Category

Name(s) of any person(s) in your household aged 17

Forename(s)	Surname	Title	Date of Birth	Category

Please tick which category below is applicable to you.

Owner  Joint Owner  Tenant  Joint Tenant  Sub Tenant  Other

### Additional Information

- Are you the only person (over 18 years of age) staying in the property? Yes  No
- At your previous address were you in receipt of Council Tax Benefit? Yes  No
- Do you wish to claim Council Tax Benefit at your new address? Yes  No
- Do you wish to pay your Council Tax by Direct Debit? Yes  No
- Do you already pay Council Tax to Aberdeenshire Council by Direct Debit? Yes  No   
If so, do you require your existing bank details to be transferred to your new Council Tax account?

**Details of your new address, which you have moved to or are about to move to**

**Property Address** .....

**Postcode** .....

Is the above address your main residence? Yes  No

If "No" then please provide details of your main residence. (Evidence of your main residence may be required).

**(a) Exact date** of purchase ..... **Purchase Price £**..... or when tenancy started .....

**(b) Exact date** you moved into this property .....

If the dates at (a) and (b) are different, was the property furnished  or unfurnished  during this period?

Please provide the name and address of Selling Agent / Landlord / Leasing Agent (Please Circle).

Please provide the full names of the previous occupants of your new home (if known).

Please provide details of their new address (if known).

**Details about your old address which you have left or are about to leave**

**Property Address** .....

**Postcode** .....

**(a) Exact** date of sale ..... **Sale Price £** ..... or **exact** date when tenancy ended .....

**(b) Exact date** you moved out of this property .....

If the dates at (a) and (b) are different, was the property furnished  or unfurnished  during this period?

Please provide the name and address of Selling Agent / Landlord / Leasing Agent (Please Circle).

..... Telephone No. ....

Please provide the full names and previous address of the new occupants of your old home (if known).

If there is a difference in dates between leaving your old address and taking over your new address, please provide details of any temporary addresses where you lived with relevant dates.

**DECLARATION BY APPLICANT**

I declare that the information I have given on this form is correct and complete to the best of my knowledge. I will undertake to inform the Council of any change in my circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

Signature ..... Date .....

Print Name ..... Telephone No. ....

Email ..... Mobile Telephone No. ....

**Any information you provide will be used and retained on computer by this Authority, and will be shared with other government bodies, including Scottish Water, in accordance with the Data Protection Act 1998.**

**Please return this form to:** Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX.

If you wish further information regarding this form or have any other Council Tax query, please contact us by:

**Telephone:**  
03456 08 12 01

**Email:**  
council.tax@aberdeenshire.gov.uk

**Visit our website:**  
www.aberdeenshire.gov.uk/counciltax