

COUNCIL TAX - CHANGE OF CIRCUMSTANCES FORM



Stafford
BOROUGH COUNCIL

Council Tax Section
Civic Centre
Riverside
Stafford ST16 3AQ
Tel: 01785 619279
Fax: 01785 619219
Date __/__/__

This form can be used to report any change which may affect your Council Tax, for example if:

- there is a change of taxpayer at the property
- someone moves in, or leaves the property
- a person living in the property attains the age of 18 years
- you wish to claim a discount, or disablement relief
- you wish to claim exemption from Council Tax

See notes overleaf for more information

If someone is moving **into** the property, please state their **name** and their **previous address**.

If someone is moving **from** the property, please state their **name** and their **new address**.

Remember that when reporting any change, you must state the date the change occurred.

COUNCIL TAX ACCOUNT REFERENCE _____
ADDRESS OF PROPERTY TO WHICH THIS INFORMATION RELATES : _____

Report change here:

Declaration. "I declare that the information given on this form is true to the best of my knowledge and belief."

SIGNED: _____ DATE: __/__/__

NAME IN BLOCK CAPITALS _____

CONTACT TEL NO (Optional) _____

ADDRESS FOR CORRESPONDENCE _____

To claim a discount you are not entitled to can result in a fine. This Authority has a duty to protect the public fund it administers and may use the information you have provided on this form within the Authority for the prevention and detection of fraud. It may also share this information with other bodies administering funds solely for this purpose

COUNCIL TAX EXPLANATORY NOTES

1 THE LIABLE PERSON

The Council Tax Payer, or the "liable person", is responsible for ensuring that the Council Tax bill is paid, and is the person who first fits one of the following descriptions, starting with Number 1 and working through to Number 6 in numerical order:

- | | | | |
|---|-------------------------------------|---|---------------------------------------|
| 1 | Resident Freeholder (owner) | 4 | Resident with a license to occupy |
| 2 | Resident Leaseholder | 5 | Resident aged 18 years or over |
| 3 | Resident Statutory or Secure Tenant | 6 | Owner - if the property is unoccupied |

There can be more than one liable person for a property eg Joint resident owners. In addition, married or common law partners of liable persons are also liable, even if they are not owners or tenants themselves.

2 DISCOUNTS

The full Council Tax bill assumes that there are at least two adults living in a property. If only one adult lives in the property, as their main home, the Council Tax bill will be reduced by a quarter, ie 25% discount. If a property is no one's main home and the property is not otherwise exempt from charge, the bill will be reduced by a half, ie 50% discount. Certain people are not counted when calculating the number of adults resident, if they meet certain conditions, which are:-

- Persons for whom Child Benefit is payable
- School and College Leavers under 20 years of age
- Youth Training Trainees
- Students and Student Nurses
- Foreign Language Students
- Apprentices
- Patients resident in Homes or Hospital
- Residents in Hostels
- Carers - of people in receipt of certain state benefits or on behalf of a Charitable Body
- Severely mentally impaired people
- Persons in detention
- Members of religious communities
- Members of visiting forces
- Members of International HQ
- Persons with diplomatic privileges and immunities

If you feel that any of the above may apply to your household, please contact the Council Tax Section on Stafford (01785) 619279.

3 PEOPLE WITH DISABILITIES (Disablement Relief)

If a disabled person-child or adult - needs an extra room (not a WC) or extra space in the dwelling to meet special needs arising from their disability, the Council Tax bill may be reduced to that of a dwelling in the next band down. This is designed to ensure that people do not pay more Council Tax by virtue of the extra space needed for the disabled person.

4 COUNCIL TAX BENEFIT (Rebate)

People who are in receipt of Income Support, but would otherwise be liable to pay Council Tax will normally be entitled to a full rebate. Other people on low incomes may be entitled to a full or partial rebate. For further information or to obtain an application form please telephone the Council Tax and Housing Benefit Section on Tel: 01785 619478

5 OFFICES AND OPENING HOURS

Council Tax Section Civic Centre Riverside Stafford ST16 3AQ	Tel 01785 619000 9.00 am - 4.30 pm	Fax: 01785 619219 Monday to Friday
Stone Area Office 15 Station Road Stone Staffs ST15 8JP	9.00 am - 4.30 pm	Monday to Friday
Neighbourhood Office 120/122 Rickerscote Road Rickerscote Stafford	9.00 am - 4.30 pm 9.00 am - 12.00 pm	Monday, Tuesday, Thursday, Friday, Wednesday and Saturday
Neighbourhood Office Auden Way Highfields Stafford	9.00 am - 4.30 pm 9.00 am - 12.00 pm	Monday, Tuesday Thursday, Friday, Wednesday and Saturday

