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Please download and complete the form in BLOCK CAPITALS and in BLACK INK then send to:

Council Tax Section
Penallta House
Tredomen Park
Ystrad Mynach
Hengoed CF82 7PG

COUNCIL TAX NOTIFICATION OF CHANGE OF CIRCUMSTANCE	
SECTION A - CHANGE OF ADDRESS	
A1 - YOUR FULL NAME _____	
A2 - YOUR OLD ADDRESS _____ <div style="text-align: right; margin-top: 5px;">Post Code _____</div>	
<i>If you owned this property, please provide:-</i> Date property sold ____/____/____ Date you moved out ____/____/____ Date furniture removed ____/____/____ Who did you sell the property to _____ _____ _____	<i>If you rented this property, please provide:-</i> Date tenancy ended ____/____/____ Date you moved out ____/____/____ Was it a furnished letting? YES/NO (<i>Delete as appropriate</i>) Who was your landlord _____ _____ _____
If you were not responsible for paying Council Tax at your old address, have you ever paid Council Tax or received Council Tax Benefit in respect of any property in the County Borough of Caerphilly? YES / NO (<i>please delete whichever is NOT applicable</i>) If yes , please give the last applicable address: _____ _____	
A3 - YOUR NEW ADDRESS _____ <div style="text-align: right; margin-top: 5px;">Post Code _____</div>	
<i>If you have purchased this property, please supply:-</i> Date property purchased ____/____/____ Date you moved in ____/____/____ Date furniture moved in ____/____/____ Name & new address of previous owner: - _____ _____ _____	<i>If you are the tenant of this property, please supply:-</i> Date tenancy commenced ____/____/____ Is it a furnished letting? YES/NO (<i>Delete as appropriate</i>) Date you moved in ____/____/____ Date furniture moved in ____/____/____ Name & address of your landlord:- _____ _____
A4 - If you jointly own/rent your property with another person, please state his / her name _____ Please state the number of people aged 18 or over (including yourself) residing at this property: _____	
SECTION B - CLAIM FOR SINGLE PERSON HOUSEHOLD DISCOUNT	
FULL NAME: _____ I confirm that with effect from ____/____/____ I am the only adult over 18 years of age living at: _____ _____ I claim a single person household discount.	

SECTION C - CLAIM FOR OTHER DISCOUNTS

You may also qualify for a Council Tax Discount of:

(i) **25%** if all the people living in the property, **except one** come into the following groups **OR**

(ii) **50%** if **all** the people living in the property come into the following groups.

If **all** the people usually living in the property fall within those groups identified with an asterisk (*) you may qualify for **exemption from Council Tax**, in which case **please complete Section D below**.

If you think you may be entitled to a discount please tick the appropriate box(es) and the relevant application form(s) will be sent to you.

- | | |
|--|---|
| <input type="checkbox"/> *Students | <input type="checkbox"/> *Severely Mentally Impaired Persons |
| <input type="checkbox"/> Student Nurses | <input type="checkbox"/> Persons employed as voluntary care workers |
| <input type="checkbox"/> Apprentices / Youth Training Trainees under 25 years old | <input type="checkbox"/> Persons providing care for a disabled resident who is NOT their spouse, partner or child under 18 |
| <input type="checkbox"/> People aged 18 plus, in respect of whom child benefit is payable | <input type="checkbox"/> *Prisoners, except those detained for non-payment of a fine or Council Tax |
| <input type="checkbox"/> 18 and 19 year olds still in further education or have just left further education after 30th April in any year | <input type="checkbox"/> *Long term patients in a hospital/home |
| <input type="checkbox"/> Foreign language assistants | <input type="checkbox"/> Members of religious communities (e.g. Monks and Nuns) |

SECTION D - EXEMPT PROPERTIES

This applies to the following groups of properties. If you think you are entitled to an exemption please complete the section below, ticking appropriate box.

Address of Property (for which exemption is being claimed)

Name and address of Owner of Property

- | | |
|---|--|
| <input type="checkbox"/> A *Unoccupied, uninhabitable, needing or undergoing structural repair/alteration period less than 12 months | <input type="checkbox"/> K Unoccupied, owner is a student elsewhere |
| <input type="checkbox"/> A Unoccupied, less than 6 months since structural repairs completed or 12 months since property became vacant | <input type="checkbox"/> L Unoccupied, property repossessed |
| <input type="checkbox"/> B Unoccupied less than 6 months, owned by a charity and last used for charitable purposes | <input type="checkbox"/> M Halls of Residence |
| <input type="checkbox"/> C Unoccupied and unfurnished less than 6 months | <input type="checkbox"/> N Properties occupied solely by students |
| <input type="checkbox"/> D Left unoccupied by persons detained in prison | <input type="checkbox"/> O Armed Forces Barracks |
| <input type="checkbox"/> E Left unoccupied by persons in long stay hospital nursing/care homes | <input type="checkbox"/> P Properties occupied by visiting forces |
| <input type="checkbox"/> F Unoccupied, awaiting probate, owner deceased | <input type="checkbox"/> Q Unoccupied and held by trustee in bankruptcy |
| <input type="checkbox"/> F Unoccupied, less than 6 months since probate granted | <input type="checkbox"/> R Empty pitches and moorings |
| <input type="checkbox"/> G Occupation prohibited by law | <input type="checkbox"/> S Occupied only by persons under 18 years |
| <input type="checkbox"/> H Unoccupied and held for Minister of Religion | <input type="checkbox"/> T Unoccupied annexes |
| <input type="checkbox"/> I Left unoccupied by persons receiving personal care elsewhere | <input type="checkbox"/> U Occupied only by severely mentally impaired persons |
| <input type="checkbox"/> J Left unoccupied by persons providing personal care elsewhere | <input type="checkbox"/> V Main home of diplomat |
| | <input type="checkbox"/> W Annex or similar accommodation occupied by a dependent relative |

Please provide the date when the above circumstance began:- ____/____/____

*N.B. CATEGORY 'A' EXEMPTIONS!

Date structural repairs commenced (if applicable) ____/____/____ Date repairs completed (if applicable) ____/____/____

SECTION E - DECLARATION - THIS DECLARATION MUST BE COMPLETED

I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorise the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of council tax by Caerphilly County Borough Council.

Signed: _____ Tel No: _____

Full Name: Mr/Mrs/Miss/Ms _____ Date: ____/____/____
(Block Capitals)

WARNING - GIVING FALSE INFORMATION CAN RESULT IN A PROSECUTION

Data Protection Act 1998

The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the Following purposes:

- to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax.
- by authorised employees AND external bodies such as the Valuation Office Agency and Department for Works and Pensions, for the purpose of management, administration and collection of the Council Tax.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 815588 or e-mail foi@caerphilly.gov.uk.

Correspondence may be in any language or format – *Gallwch ohedu mewn unrhyw iaith neu fformat*
www.caerphilly.gov.uk