

COUNCIL TAX INFORMATION & REGISTRATION FORM

Knowsley Metropolitan Borough Council

Municipal Buildings, (Yorkon) Archway Road, Huyton, Merseyside, L36 9YU

Telephone: 0151 443 4476

E-mail: local.taxation@knowsley.gov.uk Web: www.knowsley.gov.uk



Knowsley Council

To: (or occupier)	Date of Issue:
Address:	Address of property to which this form relates (if different):
Postcode:	A/C Number:

Dear Sir/Madam

Please complete and return this form to register for Council Tax or to notify of a change in circumstances which may affect your Council Tax charge and to ensure you receive any reduction you may be entitled to. Please read the enclosed guidance notes carefully before completing.

1 Please give your full name

Are you the owner Joint owner tenant joint tenant

2 Is the above property your main residence? Yes No

If "No" **and the property is unoccupied**, go straight to section 5 & 7 onwards

3 List everyone aged 16 or over who lives in the property

Title	Forename(s)	Surname	Date of Purchase / Start date of Tenancy	Date became resident	Date of birth (if under 18)

Please indicate here if you wish to claim council tax reduction due to being in receipt of benefit or low income

4 Is the property occupied by one eligible person? (guidance note 5) Yes No

If "Yes" what date did the property become occupied by just one person? / /

5 Please complete if any of the following has occurred within the last 12 months:

A) The date you moved into the property / /

B) If you are the owner, the date the purchase was completed / /

C) If you are the tenant, the date the tenancy agreement starts / /

And whether the property is let as furnished Or unfurnished

6 If you have moved within the Knowsley borough area in the last 12 months:

Your previous address

Were you: the owner or tenant

Date of sale / termination of tenancy / /

Name & Address of new owner /
Landlord

If you still own the property, is it currently furnished Or unfurnished

7 **Only complete this section if the property is unoccupied**

Your main residential address

Is the property a second home? Yes No

Is the property: furnished Or unfurnished

From what date did the property become furnished / unfurnished? / /

8 Please complete if your property falls into one of the exemptions/ disregards listed in the Guidance notes (see notes 3 & 5)

Enter the applicable Exemption / Disregard code Date this started / /

If you wish to apply for an exemption, discount or disregard listed in the Guidance notes please download the application form from our website or contact us directly to request a form.

9 **Declaration:** I have read the accompanying guidance notes and declare that the information given is correct to the best of my knowledge.

Please note that if, under the provisions of Schedule 3 Local Government Finance Act 1992 as amended by LGFA (England substitution of penalties) order 2008, if you fail to supply information, or knowingly supply false information or have not responded within 21 days of a written request for such information you will be subject to a penalty of £70.00 for a first offence and £280.00 for each subsequent offence.

Signature:

Print Name:

Date:

Please provide your contact details so we can deal quickly with any Query

Tel No's (daytime, Home & Mobile):

Email address:

Council Tax and Data Protection - How we will use your information.

The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation. This authority has a duty to protect public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering public funds. We will not disclose your personal information to third parties for marketing purposes