



## Moving within or out of the district

Please fill in this form to **inform the council of your new address** and send it to:

Local Taxation Service  
PO Box 303  
Witney  
OX28 IWP

Date:

Council tax bill number:

Details of applicant		
Name		
Address and postcode of property you are moving out of		
Contact telephone number		
Email address		
I. Please give the names of all occupiers aged 18 or over who are also moving out		
Title	First name	Surname

**Please provide details of the property you are moving out of**

Date you are moving out of the property	
Date you sold the property or date your tenancy ends	
If the above dates are different, was the property furnished or unfurnished during this time?	
If you have sold the property, please give the name/s of who you have sold the property to (we need this information to close your account)	
If you have been renting the property, please give the name and address of your landlord/letting agent whilst at this address	

**2. Please provide details of the property you are moving into**

Please give the full address of the property you are moving to	
--	--

**Please give the names of the occupiers aged 18 years or over who will be living at the new address if they are different to the people you named in Section 1.**

Title	First name	Surname

Do you own or rent the new property?	Please circle <b>Own</b> <b>Rent</b>
Date you bought the property or your tenancy began	
Date you are moving in or date you moved into the property	
If the above dates are different, was the property furnished or unfurnished during this time?	
If you are renting at your new address, please give the name and address of your landlord/letting agent	
Are you going to be using this property as a second home?	Please circle <b>Yes</b> <b>No</b>  If yes, please provide the full address of your main home

When we work out the council tax bill we assume there are two or more adults (people who are 18 years or over) living in a property. If only one adult lives in the property, we will reduce the bill by 25%.

<b>How many adults live in the property?</b>		<b>If only one adult lives in the property, what date has this been from?</b>	
--	--	---	--

We may also reduce the bill by 25% if two or more adults live in a property and all but one of them fall into one or more of the following categories. If this is the case in your home, please tick the appropriate boxes and we will send you the relevant form as needed.

Students	<input type="checkbox"/>	Youth training scheme trainees	<input type="checkbox"/>
Apprentices	<input type="checkbox"/>	People who are mentally impaired	<input type="checkbox"/>
Carers	<input type="checkbox"/>	Long-term residents in hospital	<input type="checkbox"/>
Care workers	<input type="checkbox"/>	Residents in care homes	<input type="checkbox"/>
Prisoners	<input type="checkbox"/>	Members of religious communities	<input type="checkbox"/>
Non-British partners of students	<input type="checkbox"/>	Members of visiting armed forces	<input type="checkbox"/>
18 or 19 years old still in full time education	<input type="checkbox"/>	People with diplomatic privileges or immunity	<input type="checkbox"/>
<b>Are all the people who live in the property students?</b>	Please circle <b>Yes</b> <b>No</b>		

## Housing benefit & council tax support

If you receive a low income and are finding it difficult to pay your rent and or council tax you may be entitled to housing benefit and/or council tax support. Please go to the benefits pages for more information and to make a claim.

## Payment

The easiest and most convenient way to pay your council tax is by direct debit. If you wish to pay by direct debit, please go to the **council tax payments** page for information on how to set this up. The council tax payments page also gives information of the other ways available to pay your council tax.

If you are already paying by direct debit and would like it transferred to your new address within the district please indicate below.

Please circle **Yes** **No**

## Declaration

I accept it is **my** responsibility to let the local taxation service at West Oxfordshire District Council know within 21 days, of **all** changes that may affect the Council Tax, even if a further discount or exemption is applicable.

The information given on this form is correct, to the best of my knowledge. Providing false information may lead to prosecution under the Fraud Act 2006.

Your signature..... Date.....

The Council are the Data Controllers for the purposes of the Data Protection Legislation. We will only use your personal information in accordance with the Legislation and for the purposes of the Revenues & Benefits. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.