

**Rushcliffe Borough Council
Revenues Services**

Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG

Telephone 0115 981 9911 and ask for Customer Services

If you wish to discuss this matter with us in person please contact The Rushcliffe
Community Contact Centre, Rectory Road, West Bridgford.



Property Reference:

Date of Issue:

Please return by:

Council Tax Household Occupation Form

This form is issued under Regulation 3 of the Council Tax (Administration and Enforcement) Regulations 1992. YOU ARE REQUIRED BY LAW TO PROVIDE THE INFORMATION REQUESTED. The form should be returned to us by the date given above, alternatively you can log on to our website at www.rushcliffe.gov.uk and register your details online.

If you have difficulty completing this form, please contact The Rushcliffe Community Contact Centre for advice, telephone 0115 9819911

If no one is permanently resident, write "unoccupied" in part 1 and go to part 2 overleaf.

Part 1 – Residents

Please list everyone who lives at the above address who is aged 16 or over.

Surname	Forenames	Date property acquired	Date residence started	Date of birth (if under 18)	Type of occupier (see note 1)	Other information (see note 2)

Note 1: Please indicate if O – owner; J – partner or joint owner; T – tenant; R – resident

Note 2: Please indicate if;

- 1 Only Occupier
- 2 Student
- 3 Student nurse
- 4 Apprentice
- 5 Youth training trainee
- 6 Person who is severely mentally impaired
- 7 Person aged 18 or 19 who is at, or has just left, school
- 8 Care worker on low pay, usually working for a charity
- 9 Person caring for someone with a disability who is not a spouse, partner or child under 18

PREVIOUS ADDRESS

Please give details of your last address below.

If you wish to pay by Direct Debit, please complete the details below.

Sort Code _____
 Account Number _____
 Name of account holder _____

Please indicate when you wish to pay by ticking the appropriate box below.

Frequency	Day of Month		
10 Monthly	1st <input type="checkbox"/>	7 th <input type="checkbox"/>	14th <input type="checkbox"/>
12 Monthly	1st <input type="checkbox"/>	7 th <input type="checkbox"/>	14th <input type="checkbox"/>
Twice Yearly		7th <input type="checkbox"/>	

Part 2 – Owners

In some circumstances the owner of a property will be responsible for paying the Council Tax. Please answer the following questions

A – Does more than one household live in the property? YES/NO
 B – Is one of the residents a Minister of Religion? YES/NO
 C – Is the property empty? YES/NO

The Direct Debit Guarantee



- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank/Building Society.
- If the amounts to be paid or the payment date changes, we will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Rushcliffe Borough Council or your Bank/Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by contacting us on 0115 981 9911, or sending an email to revenues@rushcliffe.gov.uk, or by contacting your Bank/Building Society who will in turn inform us of your cancellation.

Name of owner	Address for Correspondence	Please complete only if the property is empty		Date property became empty
		Condition of property		
		Uninhabitable	<input type="checkbox"/>	
		Unfurnished	<input type="checkbox"/>	
		Furnished	<input type="checkbox"/>	
		Unoccupied following death	<input type="checkbox"/>	
		Other (please specify)		

Please tick if you would like more information on Disabled person's reduction

For information on the Council Tax Reduction Scheme, please contact the Rushcliffe Community Contact Centre.

Declaration

I declare that the information I have given on this form is correct to the best of my knowledge and belief

Name in Block Capitals _____

Signed: _____ Date: _____

Telephone number: _____ Email address: _____

(Providing this contact information will assist in dealing with your application)

Note: A daytime telephone number is optional and will only be used to clarify any item or for the follow-up enquiries.

Please note that we may pass your information to other services within the Council, other local authorities and government departments if the law allows it.

DATA PROTECTION – Information provided on this form may be recorded on computer and is subject to the provision of the Data Protection Act and the Council's registration