

Other people moving in/out of your home

This form is for you to tell us about other people who live in your home or about people who have moved out or become 18 yrs of age. Please ensure you fill in form CC1 with this form.

(✓)

Someone has moved out on (date) see question 1 below

Someone has moved in on (date) see question 2 below

1. Who has moved out and where have they moved to?

Name:

Address they have gone to:

2. Please tell us below, who has moved into your household. This includes children, partners, lodgers and subtenants.

First Person

Second Person

Full name and previous address

Sex

Male Female

Male Female

Date of birth

Relationship to you or your partner

The following questions on this page need only be completed if you are claiming benefits.

National Insurance number

If you are notifying us of a change only affecting your Council Tax bill, you do not need to give their National Insurance number(s).

Do you or your partner receive child benefit for them?

Yes No

Yes No

What income do they receive each week?

- (✓) Please tick
- Income Support or Jobseekers Allowance
- Earnings
- Pensions
- Disability Benefits
- Other _____

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If working, who is their employer?

How much is their weekly income, before stoppages such as tax, national insurance etc.

£

£

How much do they have in savings, capital or investments (including current accounts)

£

£

The Benefits Unit need to see evidence of the income and capital in the form of original documents, not photocopies eg 5 pay slips. If this is not received, we would assume a higher income and you could lose benefit. If a dependent child moves in, we need to see proof of child benefit and Tax Credits (if necessary).

Part H continued – Claiming Council Tax discounts

Notes:-

A full Council Tax bill assumes two adults living in a property. Where only one adult lives in a property, a 25% discount applies. Where the only occupier is under 18 yrs, further discounts can be claimed.

Certain groups of people do not count when working out the number of adults living in a property. A full list of these groups are indicated on the form "The Council Tax Survey Form Guidance Note". If you feel you, or someone in your house falls into one or other group please speak to one of our Advisors for more information or a claim form.

If you have a person over 16 yrs of age in the household please state their full name

Date of birth

 / /

Relationship to you or your partner

Claim your Single Occupier Discount here

(✓) Please tick

I am the only adult living at my address from / /

I understand that should my circumstances change and I am no longer entitled to a discount, that I must inform the council, within 21 days.

Declaration
Please sign here

/ / Date

If you have a query about your Council Tax or you would like more information about discounts, you can contact an advisor on (01909) 533234 or (01909) 533258.