

Council Tax copy



Notification of a death

This form gives the council information about someone who has died. This information may be passed to the Council Tax Unit, if it affects a Council Tax charge, the Benefits Unit or A1 Housing department, or other departments, if appropriate. Please see overleaf for some useful information and contact numbers that may help you.

Office use only:

Date received:

Form issued Yes No

Rec'd by:

Full name of deceased person

Mr/Mrs/Miss/Ms

Date of death

/ /

Their address

Date of birth
(if known)

/ /

Is this Council Property (A1 Housing) Yes No

Privately rented Yes No

Owner-occupied Yes No

Is the above property still occupied?

Yes No

If yes, please give full names of occupants below:-

Name(s)	Relationship to the deceased	Date of birth (if known)	If you are the sole remaining resident, do you want to claim single occupier discount on your Council Tax? (✓) Please tick
			<input type="checkbox"/> Yes

Are any of the above receiving Housing/Council Benefit? Yes NoIf no, would you like to claim? Yes No

Please tell us the name(s) and address(es) of the next of kin/executors or solicitor acting for the estate of the deceased below:-

Name	Name
Address	Address
Telephone number	Telephone number

Please tell us here any other relevant information that may help us.

Declaration

- I declare that the information on this form is correct and complete
- I understand that if my circumstances change, I must inform the council immediately

Please sign here

Date

Please return this form to one of the council offices listed on the back page.

Data Protection:

The personal information you have supplied on this form will be used to process Council Tax liability or your Housing/Council Tax benefit and may be shared with other Council departments, the Police and other public bodies for the purposes of recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998.

Housing Benefits copy



Notification of a death

This form gives the council information about someone who has died. This information may be passed to the Council Tax Unit, if it affects a Council Tax charge, the Benefits Unit or A1 Housing department, or other departments, if appropriate. Please see overleaf for some useful information and contact numbers that may help you.

Office use only:

Date received:

Form issued Yes No

Rec'd by:

Full name of deceased person

Mr/Mrs/Miss/Ms

Date of death

/ /

Their address

Date of birth
(if known)

/ /

Is this Council Property (A1 Housing) Yes No Privately rented Yes No Owner-occupied Yes No Is the above property still occupied? Yes No

If yes, please give full names of occupants below:-

Name(s)	Relationship to the deceased	Date of birth (if known)	If you are the sole remaining resident, do you want to claim single occupier discount on your Council Tax? (✓) Please tick
			<input type="checkbox"/> Yes

Are any of the above receiving Housing/Council Benefit? Yes NoIf no, would you like to claim? Yes No

Please tell us the name(s) and address(es) of the next of kin/executors or solicitor acting for the estate of the deceased below:-

Name	Name
Address	Address
Telephone number	Telephone number

Please tell us here any other relevant information that may help us.

Declaration

- I declare that the information on this form is correct and complete
- I understand that if my circumstances change, I must inform the council immediately

Please sign here

Date

Please return this form to one of the council offices listed on the back page.

Data Protection:

The personal information you have supplied on this form will be used to process Council Tax liability or your Housing/Council Tax benefit and may be shared with other Council departments, the Police and other public bodies for the purposes of recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998.

Housing copy



Notification of a death

This form gives the council information about someone who has died. This information may be passed to the Council Tax Unit, if it affects a Council Tax charge, the Benefits Unit or A1 Housing department, or other departments, if appropriate. Please see overleaf for some useful information and contact numbers that may help you.

Office use only:
Date received:
Form issued <input type="checkbox"/> Yes <input type="checkbox"/> No
Rec'd by:

Full name of deceased person	Mr/Mrs/Miss/Ms	Date of death	/ /
Their address		Date of birth (if known)	/ /

Is this	Council Property (A1 Housing)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Privately rented	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Owner-occupied	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is the above property still occupied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, please give full names of occupants below:-

Name(s)	Relationship to the deceased	Date of birth (if known)	If you are the sole remaining resident, do you want to claim single occupier discount on your Council Tax? (✓) Please tick
			<input type="checkbox"/> Yes

Are any of the above receiving Housing/Council Benefit? Yes No

If no, would you like to claim? Yes No

Please tell us the name(s) and address(es) of the next of kin/executors or solicitor acting for the estate of the deceased below:-

Name	Name
Address	Address
Telephone number	Telephone number

Please tell us here any other relevant information that may help us.

Declaration

- I declare that the information on this form is correct and complete
- I understand that if my circumstances change, I must inform the council immediately

Please sign here Date

Please return this form to one of the council offices listed on the back page.

Data Protection:

The personal information you have supplied on this form will be used to process Council Tax liability or your Housing/Council Tax benefit and may be shared with other Council departments, the Police and other public bodies for the purposes of recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998.

Concessions copy



Notification of a death

This form gives the council information about someone who has died. This information may be passed to the Council Tax Unit, if it affects a Council Tax charge, the Benefits Unit or A1 Housing department, or other departments, if appropriate. Please see overleaf for some useful information and contact numbers that may help you.

Office use only:
Date received:
Form issued <input type="checkbox"/> Yes <input type="checkbox"/> No
Rec'd by:

Full name of deceased person	<input type="text" value="Mr/Mrs/Miss/Ms"/>	Date of death	<input type="text" value="/ /"/>
Their address	<input type="text"/>	Date of birth (if known)	<input type="text" value="/ /"/>

Is this Council Property (A1 Housing) Yes No

Privately rented Yes No

Owner-occupied Yes No

Is the above property still occupied? Yes No

If yes, please give full names of occupants below:-

Name(s)	Relationship to the deceased	Date of birth (if known)	If you are the sole remaining resident, do you want to claim single occupier discount on your Council Tax? (✓) Please tick
			<input type="checkbox"/> Yes

Are any of the above receiving Housing/Council Benefit? Yes No

If no, would you like to claim? Yes No

Please tell us the name(s) and address(es) of the next of kin/executors or solicitor acting for the estate of the deceased below:-

Name	Name
Address	Address
Telephone number	Telephone number

Please tell us here any other relevant information that may help us.

Declaration

- I declare that the information on this form is correct and complete
- I understand that if my circumstances change, I must inform the council immediately

Please sign here Date

Please return this form to one of the council offices listed on the back page.

Data Protection:

The personal information you have supplied on this form will be used to process Council Tax liability or your Housing/Council Tax benefit and may be shared with other Council departments, the Police and other public bodies for the purposes of recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998.

What to do after a death

Some useful information and contact numbers to help you, when someone has died.

Registering a death

Please contact the Registrar of births, marriages and deaths for the sub-district in which the death occurred. You need to take with you the medical certificate issued by the GP or hospital. Bassetlaw registrars are split into the following districts:-

East Retford Register office
County Council offices
Chancery Lane
Retford
Notts
DN22 6DG

Telephone: (01777) 708631

Open: Mon to Fri 9.30am - 4.30pm
Sat 9.00am - 10am
(appointment only for registering)

Worksop District Register office
Queens Buildings
Potter St
Worksop
Notts
S80 2AH

Telephone: (01909) 535534

Open: Mon to Fri 9.30am - 4.30pm

Which Council Services may need to know

The Council Tax Unit	(01909) 533234	or by completing the form overleaf.
The Housing Benefits Unit	(01909) 533710	or by completing the form overleaf.
A1 Housing	(01909) 533215	or by completing the form overleaf.
The Bus Pass or Railcard Unit	(01909) 533297	
Social Services	(01909) 535602	

Once this form is completed you can visit one of our One Stop Shops where an advisor will be able to deal with most of the notifications required by the Council. They are at:-

Bassetlaw District Council	or	The One Stop Shop	or	Harworth Information Office
Queens Buildings		17b The Square		Scrooby Road
Potter Street		Retford		Harworth
Worksop		Notts		Doncs
Notts		DN22 6DB		S. Yorks
S80 2AH				DN11 8JP

If you are posting your form, please send it to the Worksop office.

Who else may need to know?

- The family doctor or hospital
- An employer or school
- Car Insurance company/DVLC
- Libraries, clubs & associations
- Passport office
- The Post Office
- Banks & Building Societies
- Private Pension Companies
- Gas, electricity or phone suppliers

Other helpful services

Nottinghamshire County Council website: www.nottinghamshire.gov.uk/home/youandyourcommunity

Department for Work & Pensions website: www.dwp.gov.uk

Inland Revenue website: www.hmre.gov.uk

Age Concern website: www.ageconcern.org.uk

Bassetlaw Bereavement care (Cruise) (01909) 502779

Citizens Advice Bureau (01909) 476049

The local Pensions service are able to help you with access to other services and information. You will be able to talk to a specially trained bereavement officer. Their contact number is 01623 492303. They also have a useful leaflet called "D49 - What to do after a death".