



Please write your name and address in this box.

Customer Services  
Stirling Council  
Viewforth, Stirling, FK8 2ET.  
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**For Office Use Only** CT2 03/06 (I)

|             |  |
|-------------|--|
| Payment Ref |  |
| Date        |  |

# Council Tax : Establishing Main Residence

## Background

A full council tax bill assumes that there are two adults ( aged 18 or over ) resident in the household. If there are less than two adults resident, 10% or 25% discount may be due.

If you spend time at more than one address the Council has to decide which is your main residence and you will be treated as being resident there.

Unfortunately there are no easy rules for deciding which is your main residence, therefore we need the background information requested in this form.

## How to claim (Complete in BLACK INK)

Please fill in this form and send it back in the postage paid envelope. If any question does not apply to your circumstances please write "N/A" (not applicable). If you need any help to fill in this form please contact us.

### Section 1 : About yourself

1. Address of the dwelling you wish to be known as your main residence.

2. From what date:

3. Why do you consider this your main residence?

Please tick

Yes No

4. Are you the owner / joint owner of the property at question 1?

5. Are you the tenant / joint tenant of the property at question 1?

If YES please provide a copy of the lease.

6. If you are not the owner or a tenant of the property at question 1, what is your connection with it and who owns it or allows you to live there ?

Please turn over

7. To help us establish (for Council Tax purposes) your main residence, it would be helpful if you could supply the following addresses (if applicable):

where partner or dependant children live

where personal possessions kept (other than clothes)

where registered with a Doctor

Employment base

Receipt of bank statement, credit cards

Receipt of Tax Returns / PAYE code

DVLC & Registration documents

8. If the property at question 1 is in the U.K., please provide a copy of the council tax bill.

9. When do you intend to return to live at the address you are claiming discount

10. Please provide any other information or evidence you may wish to be considered which supports your claim.

## Section 2 : Declaration

1. I declare that all the details that I have given on this form are true and complete.
2. I shall notify the Council immediately if any of the details change.
3. I understand that Stirling Council must protect public funds and may use these details to prevent and detect fraud. I understand that the information may also be shared for the same purposes with other organisations handling public funds.
4. I understand that under the Data Protection Act I have a right to a copy of the information Stirling Council holds on me and that I may be charged for this service.

Signed  
(Householder)

Date

e-mail address

Daytime  
Phone No

( in case of query )