



Name:
Address:

Customer Services
Stirling Council
Teith House, Kerse Road, Stirling FK7 7QA
Phone (01786) 233210
e-mail: finservices@stirling.gov.uk

For Office Use Only CT1 08/10

Payment Ref	
Date of Issue	

Council Tax : Change of Address

Moving house can be a hassle. We want to help. Please fill in this form to make sure:-

- * you are not charged too much council tax
- * you get all the reductions you are due

The main householder should complete the form in **BLACK INK**

Section 1 : About you

Name(s) of all adults (aged 18 or over) moving house, starting with the your name

Name(s) of any adults remaining in the house

Section 2 : Old Address

Address

Is it a furnished let? Yes No

Were you the Tenant Owner Other
(please tick)

If you were the tenant please give the name and address of the landlord

or

If you have sold the property please give the name of the new owner (**we need the name to end your liability**)

Date property sold / tenancy ended
(delete as appropriate)

Date moved out
(if different)

Please turn over

Section 3 : New Address

Address

Is it a flat? Yes No

Are you the Tenant Owner Other

If you are the tenant please give the name and address of the landlord

Date of purchase / tenancy started (delete as appropriate)

Date moved in (if different)

Forwarding address of previous Occupiers (if known)

Name and address of your Solicitor (if appropriate)

Existing Direct Debit and any overpayment will be transferred to your new account unless advised. (Please contact us immediately if there is any change)

Section 4 : Claiming relief for your home.

We may ask you for more details before relief is awarded.

Please tick

Discount *

I am the only adult (aged 18 or over) resident in the property and this is my main home

Benefit

I would like to claim council tax benefit because of low income

Persons with Disabilities

I would like to claim relief as there is someone with a substantial and permanent disability resident in the property

Exemption *

My old/new house (delete as appropriate) will be unoccupied AND unfurnished from to

*Check out the leaflet sent with your last bill or on-line at www.stirling.gov.uk for more information on reductions

Section 5 : 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, part of this process may involve the use of credit reference agencies. 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)