



William J. Taylor BA (Hons) M. Soc. Sc.
 Chief Executive
 T.L. Abernethy BSc MCD MRTPI
 Deputy Chief Executive

John Gardner CPFA ACIS DMS
 Executive Manager Financial Services

West Lancashire District Council
 52 Derby Street
 Ormskirk
 L39 2DF
 Telephone: (01695) 585090/577177
 Fax: (01695) 585071
 E mail: council.tax@westlancsdc.gov.uk

DATE OF ISSUE _____
 PROPERTY REF NO _____
 RETURN BY _____

RE : _____

COUNCIL TAX CHANGE OF CIRCUMSTANCES

You are obliged to inform the authority of any changes that take place in your circumstances which may affect your Council Tax Liability.
 Please complete all necessary information and return

1. PERSONS MOVING INTO THIS PROPERTY

Name/s _____
 Previous address _____

 Date Moved in _____
 Relationship to current Council Tax Payer _____

2. PERSONS MOVING OUT OF PROPERTY

Name/s _____
 Forwarding address _____

 Date Moved out _____
 Relationship to current Council Tax Payer _____

3. PROPERTY STATUS

Do you own the property Yes No

If no, please give name and address of owner

If the property is rented, is this a furnished let. Yes No

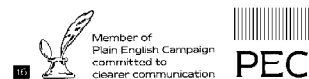
4. I declare the above information is correct to the best of my knowledge.

Signed Full Name Date

It would be useful if you gave your daytime telephone number

DATA PROTECTION

Information on this form may be recorded on computers and is subject to the provisions of the Data Protection Act1984



5. **DISCOUNTS**

YOU DO NOT HAVE TO COMPLETE THIS SECTION

IF YOU DO NOT COMPLETE THIS SECTION NO DISCOUNT/EXEMPTION CAN BE AWARDED

You are asked to complete this section of the form if you think you may be eligible for a discount or exemption, this will reduce the amount of Council Tax you have to pay. You do not have to give the information requested unless you want to, but if you provide false information you may be prosecuted.

CAN I GET A DISCOUNT?

Some people can claim a discount or reduction off their Council Tax bills:

WHERE ONLY ONE ADULT LIVES IN THE PROPERTY

If there is only one resident, or all other people in the property are disregarded your bill will be discounted by 25%.

WHERE NO ADULTS LIVE IN THE PROPERTY.

If there are no residents or if all the residents are disregarded the bill will be discounted by 50%.

PERSONS DISREGARDED (not counted) FOR DISCOUNT PURPOSES

When determining the number of adults resident in a dwelling certain groups of people are not counted. The effect of disregarding any person is the same as if that person were not resident. This means that the bill for a dwelling where all but one of the residents is disregarded will be the same as for a one person household i.e 25% discount allowed.

If however, there are three residents and only one is disregarded no discount is allowed. This is because standard liability is based on the assumption that the household is occupied by 2 or more people who are not disregarded.

IN THESE CIRCUMSTANCES NO APPLICATION IS REQUIRED

6. How many adults aged 18 or over live in this property? **THIS MUST INCLUDE YOURSELF**

You should only count people who have their main residence in the property.

7. If there is more than one occupier, a discount may still be applicable if any of the following apply:

DISCOUNT	NAME OF OCCUPIER WHO QUALIFIES
1. Student
2. Apprentice
3. YT Trainee
4. Severely Mentally Impaired
5. Persons in detention
6. Patients in Hospital / Care
7. Care Worker
8. Child Benefit payable (18/19yrs)

8. Does anyone who lives in the property have a disability? Yes No

If "YES" a further form will be sent so that you can apply for a reduction.

9. Signed Full Name Date

If after you have returned this form there are any changes to the information provided above please inform the Exchequer Services Manager (Council Tax & Cashiers) at the address shown overleaf.