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 52 Derby Street  
 Ormskirk L39 2DF

Telephone: (01695) 585090/577177  
 Fax: (01695) 585071  
 Email: council.tax@westlancs.gov.uk

Council Tax Ref Number (if known):

## COUNCIL TAX CHANGE OF CIRCUMSTANCES

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

### PERSON(S) MOVING INTO THIS PROPERTY

Name(s):

Previous address:

Date moved in

Relationship to current council Tax Payer

### PERSON(S) MOVING OUT OF THIS PROPERTY

Name(s):

Forwarding Address:

Date moved out

Relationship to current council Tax Payer

### PROPERTY STATUS

Do you own the Property (Yes/No)

If no, please give name and address of owner

If the property is rented is it a furnished let?

(Yes/No)

It would be helpful if you gave your telephone number

Tel No:

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

Signed

Name

Date

**Data Protection** - The information you are asked to provide may be recorded on computers and is subject to the Data Protection Act, 1984. You are required by law to provide the name of the liable person. A penalty could be incurred if you fail to do so.

The authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share with other bodies responsible for auditing or administering public funds for these purposes. For further information see [www.westlancs.gov.uk/nfi](http://www.westlancs.gov.uk/nfi)