

Council Tax Department  
 Newcastle under Lyme Borough Council  
 Castle House  
 Barracks Road  
 Newcastle under Lyme  
 Staffordshire  
 ST5 1BL



\_\_\_\_\_  
 Your Name:

\_\_\_\_\_  
 Your Current Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Property Ref: \_\_\_\_\_

Account Ref: \_\_\_\_\_

Benefit Ref: \_\_\_\_\_

**OUTGOING OCCUPIER FORM – STUDENT HOUSEHOLD**

**TO BE COMPLETED BY ALL OCCUPANTS AGED 18 AND OVER**

	<b>1<sup>st</sup> Occupant</b>	<b>2<sup>nd</sup> Occupant</b>	<b>3<sup>rd</sup> Occupant</b>
Full Name:			
Tenancy End Date:			
Move out Date:			

Are you a Full Time Student?:

Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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College/University:			
Date of Birth:			
Forwarding Address:			

	<b>4<sup>th</sup> Occupant</b>	<b>5<sup>th</sup> Occupant</b>	<b>6<sup>th</sup> Occupant</b>
Full Name:			
Tenancy End Date:			
Move out Date:			

Are you a Full Time Student?:

Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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College/University:			
Date of Birth:			
Forwarding Address:			

*Please continue to the declaration overleaf...*

## DECLARATION

*I declare that the information given on this form is correct to the best of my knowledge and that there are no other changes to my circumstances. I am aware that to make a false statement is a serious offence and it is the Council's policy to prosecute where any statement can be proven to be false. In certain circumstances a penalty may be imposed where a false statement leads to a loss by the Council.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

(Customer Services Clerk)

**For more information contact tel: 01782 715500 or mail: [counciltax@newcastle-staffs.gov.uk](mailto:counciltax@newcastle-staffs.gov.uk)**

**General Data Protection Regulations:** Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at <https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice>