

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: _____

TO BE RETURNED BY THE OUTGOING OCCUPIER

Names of all those who are moving out of the property:	Address you are moving to:	Move out Date:

ABOUT THE ADDRESS YOU ARE MOVING FROM

ABOUT THE ADDRESS YOU ARE MOVING TO

Interest in the Property (Owner/Tenant etc.)	Interest in the Property (Owner/Tenant etc.)
Landlord's Name and Address (if renting)	Landlord's Name and Address (if renting)
Was your old property furnished or un-furnished?	Is the new property furnished or un-furnished?
Completion Date/Tenancy End Date:	Completion Date/Tenancy Start Date:
New Occupiers/Owners	Move in Date
Additional Information (Solicitor, Direct Debit, Discount, etc.)	Additional Information (Solicitor, Direct Debit, Discount, etc.)

DECLARATION

I declare that the information given on this form is correct to the best of my knowledge. 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: _____

For more information contact tel: 01782 715500 or email: 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>