



 Your Name:

 Your Current Address:

Date: _____

Property Ref: _____

Account Ref: _____

Benefit Ref: _____

NEW OCCUPIER FORM – STUDENT HOUSEHOLD

TO BE COMPLETED BY ALL OCCUPANTS AGED 18 AND OVER

	1 st Occupant	2 nd Occupant	3 rd Occupant
Full Name:			
Tenancy Start Date:			
Move in 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:			
Home Address:			

	4 th Occupant	5 th Occupant	6 th Occupant
Full Name:			
Tenancy Start Date:			
Move in 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:			
Home Address:			

NB: A STUDENT CERTIFICATE IS REQUIRED FOR ALL STUDENTS APART FROM THOSE STUDYING AT KEELE UNIVERTISY OR STAFFORDSHIRE UNIVERSITY.

Please continue overleaf.....

ABOUT YOUR TENANCY

Landlords Name and Address:

Is your Tenancy Agreement 'Joint' or 'Individual'?

Joint Individual

Is your property let 'furnished'?

Yes No

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 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>