



Revenues and Benefits Manager: Karen Ironside

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Council Tax – Change of Owner

PART 1 – about your new address

Please provide your new address – include any flat number or position (e.g. first floor right) and please include your new postcode	
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If you are an owner occupier, please complete Section A. If the property is rented, please complete Section B.

SECTION A (owner occupiers)

1. Your full name	
2. Name of partner/spouse or other joint owner(s)	
3. Legal Date of entry	
4. Date property occupied (if different from 3. above)	
5. Full name(s) of previous owner(s)	
6. Their new address (if known)	
7. Name & address of solicitor who acted for the previous owner(s)	

SECTION B (rented property)

1. Your full name	
2. Name of partner/spouse or other joint tenant(s)	
3. Date tenancy commenced	
4. Date property occupied by you (if different from above)	
5. Name, address & telephone number of owner	
6. Name of previous tenant (if known)	

PART 2 – about your previous address

Please provide your previous address – include any flat number or position (e.g. first floor right) and please include your postcode	
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If you are an owner occupier, please complete Section A. If the property is rented, please complete Section B.

SECTION A (owner occupiers)

1. Legal date of entry of new owner	
2. Date property vacated by you (if different from 1. above)	
3. Full name(s) of new owner(s)	
4. New owner's previous address (if known)	
5. Name & address of solicitor who acted in the sale of the above	

SECTION B (rented property)

1. Date tenancy terminated	
2. Date property vacated by you (if different from 1. above)	
3. Name, address & telephone number of owner	

Your name:	Date:
Signature:	Phone number and email address: