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Council Tax Ref Number (if known):

COUNCIL TAX NEW OCCUPIER FORM

SECTION ONE

PLEASE READ THE GUIDANCE NOTES ENCLOSED BEFORE COMPLETING AND RETURNING THE FORM TO THE ADDRESS ABOVE.

You do not have to register for Council Tax. **However, you do have to give the information in Section 1** so that the Council knows who is responsible for paying the bill on the property where you live – the “LIABLE PERSON” (SEE NOTE 1). This information does not affect the amount that will be payable.

IF YOU FAIL TO SUPPLY THE INFORMATION REQUESTED IN THIS SECTION WITHIN 21 DAYS YOU MAY BE SUBJECT TO A £50 PENALTY.

1. Property Address

1a. Name of liable person(s)

1b. Please include partners name

1c. Date of completion / Tenancy start date and date of occupation (if different)

2. If you wish to have the Council Tax Bill addressed to other liable persons – for instance, other joint owners or tenants or the spouse or partner of an owner of tenant, give their names below:

3. Please give below the name and address of the owner or managing agent (i.e. Person who manages the property).

4. Is the property occupied? Yes/No

5. Is the property furnished? Yes/No

6. If property rented, is it a furnished let? Yes/No

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

Signed:

Full Name:

Date:

It would be helpful if you gave your telephone number

Tel No:

SECTION 2

YOU DO NOT HAVE TO COMPLETE THIS SECTION

IF YOU DO NOT COMPLETE THIS SECTION NO DISCOUNT / EXEMPTION CAN BE AWARDED

YOU are asked to complete this section of the form if you think you may be eligible for a discount or exemption, this will reduce the amount of Council Tax you have to pay. You do not have to give the information requested unless you want to, but if you provide false information you may be prosecuted.

Can I get a discount?

8 How many adults aged 18 or over live in the property? **This must include yourself**

You should only count people who have their main residence in the property.

9. How many of these adults including yourself are:

STUDENTS	<input type="text"/>	SEVERELY MENTIALLY IMPAIRED	<input type="text"/>
STUDENT NURSES	<input type="text"/>	PERSONS IN DETENTION	<input type="text"/>
APPRENTICES	<input type="text"/>	PATIENTS IN HOSPITAL/CARE HOME	<input type="text"/>
YT TRAINEES	<input type="text"/>	CARE WORKERS / CARERS	<input type="text"/>

You may be sent a further form to apply for a discount

You may also get a reduction if your dwelling includes an extra room needed by a resident with a disability, or extra space needed to use his / her wheelchair.

10 Does anyone who lives in the property have a disability? Yes No

If you tick "YES" a further form will be sent so that you can apply for a reduction.

YOUR PREVIOUS ADDRESS DETAILS

11 Your previous address

12 Name(s) of liable person(s) at previous address

i.e. were you the liable person or were you staying care of this address and therefore the current liable person will remain unchanged.

13 Date of your vacation Do you still own your previous address Yes/No

14 Name of person(s) moving into previous address

YOUR NEW ADDRESS – PREVIOUS OCCUPIER DETAILS

15 Name(s) of the **previous** Occupier at your new address

16 The address the **previous** Occupier has move to

Previous Occupier date of vacation

Signed Date

If after you have returned this form there are any changes to the information provided above please inform the Local Taxation Manager at the address shown on previous page.

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

THESE NOTES ARE TO HELP YOU WHEN COMPLETING THE ENCLOSED FORM. IF YOU HAVE ANY DIFFICULTIES, PLEASE TELEPHONE THE NUMBER SHOWN ON THE FORM.

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.

You are requested to provide details if you think you may be entitled to a discount or exemption or if there is a disabled person living in the property. You do not have to answer these questions, but if you do not it may affect your entitlement to a reduction or discount.

GRANNY ANNEXES

Where an annex or similar self contained part of a property is occupied by an elderly or disabled relative of the residents living in the rest of the property, then an exemption may apply.

If you think you may be entitled to this exemption please contact the Council Tax Office for an application form.

1. THE LIABLE PERSON

The liable person will normally be the resident(s) with the strongest legal interest in the property as shown below.

- A. FREEHOLD INTEREST
- B. LEASEHOLD
- C. STATUTORY TENANT (Private Sector)
- D. SECURE TENANT (Private Sector)
- E. CONTRACTUAL LICENSEE
- F. RESIDENT OR SQUATTER
- G. OWNER

Joint owners, tenants etc will be jointly liable. The spouse or partner of a liable person will also be jointly liable. However, severely mentally impaired people will not be held jointly liable, if all residents are severely mentally impaired then the property will be exempt.

You are on resident in the property if you have your main home there. If a property has no residents then the liable person will be the owner.

2. DISCOUNTS

The full Council Tax bill assumes that there are two adults living in a property. If only one adult lives in the property (as their main home), the Council Tax bill will be reduced by 25%. If a property is no one's main home the bill will be reduced by 50% or in the case of a second home 10%.

Certain people will not be counted when looking at the number of adults resident in a property.

- Full-time students, Project 2000 nurses, student nurses, foreign language assistants, apprentices and Youth Training Trainees.
- People who are severely mentally impaired.
- People normally resident but who are in prison (except those in prison for non-payment of Council Tax or a fine).

- 19 years olds who are at, or have just left school and for whom child benefit is payable.
- Patients normally resident but who are in a hospital/residential care home.
- Care Workers working for a low pay, usually charities.
- People caring for someone with a disability who is not a spouse, partner or child under 18.
- People who live in hostels or night shelters.
- Members of religious communities (monks and nuns).

It should be noted, where there are two or more adults resident in a property who do not fall into any of the above categories a discount will not apply.

If you think you are entitled to a discount you should contact the Council Tax Office.

If your bill indicates that a discount has been allowed, **you have a duty to inform the Local Authority, within 21 days**, of any change of circumstances, which affect your entitlement, e.g. a person leaves or joins the household or a person attains the age of 18 years. If you fail to do so you may be required to pay a penalty.

3. EXEMPT DWELLINGS

This is a term used for a domestic property in respect of which no Council Tax is payable. Properties occupied only by students and some vacant properties will be exempt. Students will be required to produce a student certificate as issued by the Certification Officer of their educational establishment in order to gain exemption.

The following is only a summary of exemption classes:

- CLASS A - Unoccupied/unfurnished and requires major repair work
- CLASS B - Unoccupied for less than 6 months and owned by a charity
- CLASS C - Unoccupied/unfurnished for less than 6 months
- CLASS D - Unoccupied where person in detention
- CLASS E - Unoccupied where patient is Hospital or Home
- CLASS F - Unoccupied awaiting grant of probate
- CLASS G - Occupation prohibited by law
- CLASS H - Unoccupied held available for a Minister of Religion
- CLASS I - Unoccupied where person receiving care
- CLASS J - Unoccupied where person providing care
- CLASS K - Unoccupied where person is a student
- CLASS L - Unoccupied repossessed by the Mortgagee
- CLASS M - Occupied Halls of Residence
- CLASS N - Occupied only by students
- CLASS O - Unoccupied held available for Armed Forces Personnel
- CLASS P - Occupied by Members of Visiting Forces
- CLASS Q - Unoccupied where Trustee in Bankruptcy
- CLASS R - Unoccupied pitch or mooring
- CLASS S - Occupied by under 18 year old
- CLASS T - Unoccupied Annexes i.e. Granny Flat
- CLASS U - Occupied only by Severely Mentally Impaired
- CLASS V - Occupied – Diplomat
- CLASS W - Occupied – Granny Annex

4. LIABILITY FOR OWNERS

In some circumstances it may be that the owner(s) will be liable to pay the Council Tax, even though they are not living in the property. The list below shows the cases where owner(s) may be liable.

- A. Residential care homes
- B. Properties that are lived in by religious community
- C. Houses in multiple occupation (where people are living in only part of the property as tenants or have a right to occupy only part of a property that is not a single household)
- D. Properties that are lived in by Ministers of Religion

5. PEOPLE WITH DISABILITES

If there is a disabled person (of any age) who has their main home in your property and they require the property to be specially adapted for their needs e.g. a second bathroom or kitchen, or extra space to permit the use of a wheelchair, you may be entitled to a reduced Council Tax bill. The bill may be reduced to that of a property in the next lower valuation band. If your home is a band A and you qualify for this discount you will receive a reduction of 1/9 of the band D charge for your area. An application form can be obtained from the Council Tax Office. The Authority will require "disabled reduction," claims to be renewed on an annual basis.

If your home has any special fixtures which have been added for a disabled resident which reduce the value and you do not think they have been taken into account when the property has been valued you should contact the Listing Officer at the Valuation Office Agency, 104 Lancaster Road, Preston, PR1 1LX.

6. METHOD OF PAYMENT

The following payment methods are available:

By direct debit using the enclosed form. Upon receipt of your completed form a bill will be issued giving prior notification of amounts to be claimed from your bank.

By plastic payment card at the Post Office, Paypoint or Payzone Outlet – contact the Council Tax Office to request a card.

Via the Internet at

www.westlancs.gov.uk/payments

By automated telephone payment line 01695 585150

By credit or debit card over the telephone on 01695 585090

Unless you opt to pay by direct debit all other payment methods detailed above will show as cash/cheque on your bill.

COUNCIL TAX PAYERS SHOULD ENSURE THAT PAYMENTS REACH THE BOROUGH COUNCIL BY THE 2ND OF EACH MONTH.

MAKE SURE YOU DO NOT LOSE YOUR RIGHT TO PAY BY INSTALMENTS BY MAKING YOUR COUNCIL TAX PAYMENTS BY THE DUE DATES.