

Council Tax Change of Address

SECTION 1 - Details of your NEW Property

1. Address of new property
2. Full name of Council Taxpayer(s)
(if you are the only person over 18 years of age
please complete section 3 overleaf)
3. Date you moved into the property, or date you intend to move in
4. If you wish to pay by Direct Debit please tick box and complete section 4 overleaf

ONLY ANSWER QUESTIONS 5 TO 8 IF YOUR NEW PROPERTY IS IN GATESHEAD

5. If you have bought your new property, please provide the date of completion
- 6a. If you are renting the property, please provide the tenancy start date
and attach a copy of your tenancy agreement
- 6b. If your tenancy is a furnished let, please tick box
7. Your landlord's name & address,
if you rent your property
8. Name & address of previous
owner or tenant (if known)

SECTION 2 - Details of your OLD Property

1. Address of old property
2. Date you moved out of this property, or date you intend to move out

ONLY ANSWER QUESTIONS 3 TO 7 IF YOUR OLD PROPERTY WAS IN GATESHEAD

- 3a. Date you sold the property, or the tenancy end date
- 3b. If you rented the property as a furnished let, please tick box
4. Date you moved your furniture out of the property
5. If you rented the property,
your landlord's name & address
6. If you owned the property, your
solicitor's name & address
7. Name & address of new owner
or tenant (if known)

SECTION 3 – Discount Application

All households where only one adult resides in the property are entitled to a 25% discount. An adult is any person aged 18 or over.

Please list below all persons aged 16 and over who live in the property, including yourself;

Full Name(s)	Date(s) of birth

SECTION 4 – Direct Debit Application

Name of Bank or Building Society, and address if known

Name(s) of Account Holder(s)

Bank / Building Society Account number

Branch Sort Code

Council Tax Account Number

Service User Number

Instruction to your Bank or Building Society

Please pay Gateshead Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee overleaf. I understand that this instruction may remain with Gateshead Council, and, if so, details will be passed electronically to my Bank / Building Society.

Signature

Date

Choose your payment plan

Please collect my instalments: (tick one)

April - January

April - March

Please collect my instalments each month

1st

10th

20th

25th

on the: (tick one)

Bank / Building Societies may not accept Direct Debit instructions from some types of accounts.

SECTION 5 – Declaration

As far as I know, the information I have given is accurate and true

Signature

Date

Print name

Telephone

E-mail

Please return completed form to: - Gateshead Council, Council Tax Dept, Civic Centre, Regent Street, Gateshead, NE8 1HH

Please retain for your records if you wish to pay by Direct Debit.

Direct Debit Guarantee

This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.

- If the amounts to be paid or the payment or the payment dates change, Gateshead Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Gateshead Council to collect a payment, confirmation will be given to you at the time of the request.
- If an error is made by Gateshead Council or your Bank or Building Society, you are guaranteed an immediate refund from your branch of the amount paid – if you receive a refund you are not entitled to, you must pay it back when Gateshead Council asks you to.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.



In accordance with Data Protection Law we may use any information you give us to prevent or detect fraud or other crimes. We may also share information with other Council services or public organisations if required by law to do so.