



Council Tax

Enquiry Form

You can now register for Council Tax or set up a Direct Debit online

www.eastdunbarton.gov.uk/counciltaxonline

Alternatively complete this form using black ink and block capital letters or typescript

Background

In order to ensure that the Council Tax bill for the following property is correctly assessed and that the council tax payer is given any reductions that they may be entitled to. Please complete this form fully, sign the declaration on page 4 and return it to the address at the bottom of the page.

Your Details

Name		Council Tax Reference (if known)	
Daytime Telephone No.		Email Address	
Address			

Section 1: Details of Liable Persons(s)

Your property will be covered by one of the three undernoted categories. Please supply, in the space provided, the information requested.

- A.** If the property is **owner occupied**, please provide the name(s) of the owner/joint owner(s) and any partner(s) who are resident in the property.
- B.** If the property is **rented**, please provide the name(s) of the tenants/joint tenants and any partner(s) who are resident in the property.
- C.** If **neither of the above** apply, please provide the name(s) of all adult residents **or** if there are **no residents** please provide the name(s) of the owner(s) or the tenants(s) if a lease for six months or more is in existence.

N.B Married and unmarried couples living together are jointly and severally liable for Council Tax as are other joint owners and joint tenants. Same sex couples (whether or not they are civil partners) are also jointly liable for Council Tax. Full names should be provided below.

Title (Mr Mrs Ms Miss Mx)	Surname	Forename(s)	Date of Birth (if under 18 years old)

Section 2: Details of Other Residents (aged 16 or over)

Please list below the names of all non-liable residents aged 16 or over.

Title (Mr Mrs Ms Miss Mx)	Surname	Forename(s)	Date of Birth (if under 18 years old)

Section 3: Payment Methods		
Council Tax is payable in 10 monthly instalments, on 1st of the month from April to January inclusive. Direct Debit payers can choose to pay on the 1st, 15th or 28th of the month. If you pay by Direct Debit on the 1st of the month, you can elect to spread your payments over 12 months from April to March.		
Please tick the appropriate box to show how you intend to pay. A direct debit mandate is included in this application	Direct Debit <input type="checkbox"/>	Council Tax Payment Card <input type="checkbox"/>

Section 4: Property Details			
Are you moving Into or Within East Dunbartonshire:	Into <input type="checkbox"/>	Within <input type="checkbox"/>	
Property Address			
Date Moved In (Insert Exact Date)		Date Furniture Moved In	
Number of Adults Moving In			
Are you the (please mark 'x' in the correct box)	Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>	Other <input type="checkbox"/>

Section 4a: For Owners and Tenants		
Please complete the following, providing exact dates where applicable:		
Date of Purchase/ Tenancy Start Date		
Solicitors Name/ Landlord Name		
Address Of Solicitor/ Landlord		
Contact Telephone No.for Solicitor/Landlord		
Name of Previous Owner/ Tenant		
Forwarding Address of Previous Owner/ Tenant (if known)		
Please complete if you answered 'Tenant'. The above property is rented:	Furnished <input type="checkbox"/>	Unfurnished <input type="checkbox"/>

Section 4b: For everyone who is not an owner or tenant	
Please complete if you answered 'Other'.	
Name and address of who owns the property	
Daytime telephone number for owner	
Please provide us with any other information you feel is relevant:	

Section 4c: Your previous address			
Previous Address			
Were you the (please mark 'x' in the correct box)	Owner <input type="checkbox"/>	Tenant <input type="checkbox"/>	Other <input type="checkbox"/>
Previous Council Tax Reference Number			
Date previous property sold/tenancy ended			
Name of new owners of your previous address			
Name of landlord for previous address			

Please provide us with any other information you feel is relevant about your previous address

Section 5: Unoccupied and Furnished Properties/Second Homes

If this property is unoccupied and furnished or is used as a second home, which has no persons using it as their sole or main residence, you may be entitled to a reduction in your Council Tax.

Please tick here if you wish an application form

Alternatively, you can download an application form from our website – www.eastdunbarton.gov.uk
Please return your completed application with this form.

Section 6: Reductions

Reductions of up to 100% (excluding water/waste water services) are available to anyone liable to pay the Council Tax. If you or your partner are on a low income, in receipt of Income Support or any other state benefits including Pension Credit or have qualified for a Council Tax Reduction in the past, you may be eligible for help to pay the Council Tax. Please Note if you are claiming Universal Credit you still need to apply for Council tax Reduction direct to the council.

If you are the only liable person for Council Tax, regardless of your own income, Alternative Maximum Council Tax Reduction may be claimed based on the income and circumstances of all other adults who live with you, but are not your partner or a boarder/lodger.

You can apply online at www.eastdunbarton.gov.uk/benefitsonline or download a claim form from our website – <https://www.eastdunbarton.gov.uk/residents/benefits/make-benefit-claim>. Please return downloaded forms to the address at the bottom of this form

Alternatively please tick here if you wish an application form for Council Tax Reduction

Section 7: Disabled Persons

If there are any disabled persons living in the house, a reduction in the level of Council Tax may be available.

You can download an application form from our website – www.eastdunbarton.gov.uk
Please return your completed forms with this form.

Alternatively, please tick here if you wish an application form

Section 8: Discounts

Discounts which could reduce the level of Council Tax **may** be available if any of the adults usually living in the house fall into any of the undernoted categories. **Please note**, discount cannot be granted if there are two or more adults living in the property who do not fall into the categories shown.

Please enter in the appropriate box the number of people in each category

Category	Number	Name(s) of adults over 18 who are in each category
Severely mentally impaired		
Over 18 with Child Benefit still payable		
Students		
Apprentices, including Youth Training Trainees (YTS)		
Long term patients in hospitals or residential homes		
Care Workers		

You can download an application form from our website – www.eastdunbarton.gov.uk/residents/council-tax/discounts-and-reductions

Alternatively, please tick here if you wish an application form

Please return your completed forms with this form.

Section 9: Exemptions

Exemptions may be claimed if the property is empty and unfurnished.

You can download an application form from our website – <https://www.eastdunbarton.gov.uk/residents/council-tax/discounts-and-reductions>

Alternatively Please tick here if you wish an application form

Please return your completed forms with this form.

Please read the Declaration, Data Protection Statement and sign the form before returning

Declaration

I declare that the information supplied on this form is true, complete and correct to the best of my knowledge and that I will notify the Council within 21 days of any change in circumstances which may affect my liability. I understand that failure to provide this information is an offence which may make me liable to an initial penalty of £50 and then £200 for each subsequent offence. I understand that to deliberately provide false information is a criminal offence and may result in prosecution.

Signed

Date

Data Protection Act and General Data Protection Regulations (“GDPR”)

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Your information may be shared with other departments within East Dunbartonshire Council or other organisations for the purposes of administering and collecting council tax and applying relevant reductions, discounts and exemptions; checking the information we hold is accurate; preventing and/or detecting crime and protecting public funds. Other organisations may include bodies responsible for auditing or administering public funds or conducting data checks, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as credit reference agencies, service providers/contractors and/or partner bodies). For further information detailing how East Dunbartonshire holds and uses your information please refer to the privacy notice enclosed with this form. Details are also available on our website at: <http://www.eastdunbarton.gov.uk/counciltax>

Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council’s Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुसूच करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।