

# COUNCIL TAX

## Change of Ownership/Tenancy Notification Form

**Data Protection** - We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use this information to help us determine your liability for and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administering public funds. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

**Please read the notes on Page Two of this form  
and then complete each Section in BLOCK CAPITALS**

**We may have to contact you again to obtain evidence in support of your claim or with  
a view to arranging a visit to your property. Please provide contact details below:**

### Details of the person who has changed address

- Title \_\_\_\_\_ Name \_\_\_\_\_
- Daytime Telephone Number \_\_\_\_\_
- E-mail Address \_\_\_\_\_

### Details of Address you are leaving

- Address \_\_\_\_\_
- Postcode \_\_\_\_\_ Council Tax Reference Number \_\_\_\_\_
- I/We are the Owner/Tenant/Lodger *(delete as appropriate)* \_\_\_\_\_
- Date property sold/tenancy ended \_\_\_\_\_
- Date property became unoccupied \_\_\_\_\_ Became unfurnished \_\_\_\_\_

#### • Details of Landlord

Name(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

#### • Details of New Owner(s)/Tenant(s)/Lodger(s)

Name(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

#### • Details of Solicitor/Agent involved

Name(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

## Details of New Address

- Address \_\_\_\_\_
- Postcode \_\_\_\_\_ Council Tax Reference Number \_\_\_\_\_
- I/We are the Owner/Tenant/Lodger (*delete as appropriate*) \_\_\_\_\_
- Date property purchased/tenancy started \_\_\_\_\_
- Date property became occupied \_\_\_\_\_ Became furnished \_\_\_\_\_
- Number of occupants aged 18 years or over

### • Details of Landlord

Name(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

### • Details of Previous Owner(s)/Tenant(s)/Lodger(s)

Name(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Forwarding Address \_\_\_\_\_

### • Details of Solicitor/Agent involved

Name(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

## NOTES For the completion of the Change of Ownership/Tenancy Notification Form

**If you need help and advice** to complete this form please telephone **0800 393811** or visit one of our Service Points or e-mail us at: [operations.team@highland.gov.uk](mailto:operations.team@highland.gov.uk).

**Completed claim forms should be returned to:** Operations Team, The Highland Council, PO Box 5650, Inverness, IV3 5YX.

**Working away from home** - A taxpayer working away from home is still considered, for Council Tax purposes, to have their main residence in the property they return to when on leave or at weekends i.e. normally the marital or parental home. Please note - this also includes Merchant Seamen and people with an Inland Revenue Tax Exemption Certificate.

**Notes on Banding** - The Valuation Bands applied to dwellings relate to their market value as at 1 April 1991 and may not therefore reflect the current market value of your home. The Bands are:

Range of Values	Band	
Up to £27,000	A	
Over £27,000 and up to £35,000	B	
Over £35,000 and up to £45,000	C	
Over £45,000 and up to £58,000	D	
Over £58,000 and up to £80,000	E	
Over £80,000 and up to £106,000	F	
Over £106,000 and up to £212,000	G	
Over £212,000	H	

For further information on Bandings please contact; Assessors Office, Moray House, 16-18 Bank Street, Inverness, IV1 1QY.

**Other Information** - To obtain a claim form for Discount or Exemption and for information on all reductions available please telephone **0800 393811** or visit one of our Service Points or e-mail us at: [operations.team@highland.gov.uk](mailto:operations.team@highland.gov.uk)

**Please send me a claim form for** (*please tick*):

- Disablement Band Reduction
- Housing Benefit/Council Tax Benefit/Second Adult Rebate
- Please send me a Direct Debit Mandate to pay my Council Tax

**Please do NOT send personal data to the above email addresses.**

**DECLARATION - ALL APPLICANTS MUST COMPLETE THIS SECTION**

**Please read this declaration carefully before you sign and date it**

**SECTION ONE**

**Warning: It is an offence to give false information.**

**If someone has completed this form on your behalf, you must make sure that it has been read back to you in full and you understand everything before you sign the declaration.**

- This is my notification of Change of Ownership/Tenancy;
- I declare that the information I have given on this form is correct and complete;
- I authorise the Highland Council to check the information I have given and make any necessary enquiries to verify the information on this form;
- I understand that if I give information that is wrong or not complete or fail to report a change which may affect my exemption, I may have to pay a fine of up to £200. I have no objection to the Council inspecting my property.

**All persons named on the Council Tax bill/responsible for payment of the Council Tax must sign below**

- Claimant's signature \_\_\_\_\_ Date \_\_\_\_\_
- Signature \_\_\_\_\_ Date \_\_\_\_\_
- Signature \_\_\_\_\_ Date \_\_\_\_\_
- Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION TWO**

**This section must be completed if the application has been filled in by someone else on your behalf. This includes voluntary organisations, an appointee, relative or representative of the Council.**

- Please PRINT the name of the person who completed this form \_\_\_\_\_
- Their address \_\_\_\_\_
- Their telephone number \_\_\_\_\_
- Relationship to any of the persons who have signed the declaration in Section One of this form \_\_\_\_\_
- Please give the reason why the claimant was unable to complete the form \_\_\_\_\_

**I declare that I have filled in this form for the person(s) named above in accordance with their instructions and have read this back to them in full before they signed the declaration.**

Signature of person completing form \_\_\_\_\_ Date \_\_\_\_\_

**I declare that the person named in Section Two has completed this form on my behalf and has read it back to me in full. I confirm that I understand the nature of this application and the details provided in this form.**

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

## Help us to help you - pay by Direct Debit

The Highland Council is committed to providing quality services, which make a real difference to you, and to the wellbeing and sustainability of the Highland community as a whole. If you choose to pay by Direct Debit, you will save The Council money which can be used to deliver services.

### What is in it for you?

- ① **You** choose the payment date which best suits you.
  - ① **You** can choose to pay by Direct Debit: weekly, fortnightly, monthly by 10 or 12 instalments, quarterly or by a lump sum payment.
  - ① **You** can choose to pay on the 1st, 15th or the 28th of the month, if you elect to pay over 10 or 12 instalments or by a lump sum payment.
  - ① **You** can choose to pay over 10 months with one payment holiday in July and August; December and January; or February and March.
  - ① **You** will receive a bill showing the amount(s) we will collect from your account.
  - ① **You** will be able to budget, safe in the knowledge that if you pay by Direct Debit a set amount will be taken from your account each period.
  - ① **You** give us your details only once and every year the Council and your Bank or Building Society will do the rest.
- ① **You** won't need to write or post cheques or queue to make payments.
  - ① **You** won't need to remember or be reminded to pay. Your payments will always be made on time so there is no need to worry about receiving a Reminder Notice, Final Notice or being the subject of court action.

#### Need further help and advice? You can contact us by using one of the following methods:

1. In person at one of our Service Points.
2. By e-mailing the **Operations.Team@highland.gov.uk**. Please do **NOT** send personal data to this email address.
3. You may telephone us on Freephone **0800 393811**.

If you have more than one Council Tax account, please remember to complete separate Direct Debit forms for each account.

Direct Debit forms can be downloaded from the Council's website:  
[www.highland.gov.uk/directdebit/](http://www.highland.gov.uk/directdebit/)

## Payment Options

**Option 1** - Weekly on a Friday.

**Option 2** - Fortnightly on a Friday.

**Option 3** - 10 Monthly instalments on the 1st of the month from April to January (payment holiday February and March).

**Option 4** - 10 Monthly instalments on the 15th of the month from April to January (payment holiday February and March).

**Option 5** - 10 Monthly instalments on the 28th of the month from April to January (payment holiday February and March).

**Option 6** - 10 Monthly instalments on the 1st of the month from April to June and September to March (payment holiday July and August).

**Option 7** - 10 Monthly instalments on the 15th of the month from April to June and September to March (payment holiday July and August).

**Option 8** - 10 Monthly instalments on the 28th of the month from April to June and September to March (payment holiday July and August).

**Option 9** - 10 Monthly instalments on the 1st of the month from April to November and February to March (payment holiday December and January).

**Option 10** - 10 Monthly instalments on the 15th of the month from April to November and February to March (payment holiday December and January).

**Option 11** - 10 Monthly instalments on the 28th of the month from April to November and February to March (payment holiday December and January).

**Option 12** - 12 monthly instalments on the 1st of the month.

**Option 13** - 12 monthly instalments on the 15th of the month.

**Option 14** - 12 monthly instalments on the 28th of the month.

**Option 15** - Quarterly instalments on the 1st of the following months: April, July, October and January.

**Option 16** - 1 lump sum payment on the 1st of the month.

**Option 17** - 1 lump sum payment on the 15th of the month.

**Option 18** - 1 lump sum payment on the 28th of the month.