

# COUNCIL TAX ENQUIRY FORM

This information is required under the Local Government Finance Act 1992.  
**GIVING FALSE INFORMATION MAY RESULT IN A FINANCIAL PENALTY**



## NOTES

**Corporate Services,  
 Council Offices,  
 Vicarage Lane,  
 Hailsham,  
 BN27 2AX**  
**Telephone: Hailsham (01323) 443385  
 Or Crowborough (01892) 653311  
 Email: Counciltax@wealden.gov.uk**

The details asked for on this form are needed for the following reasons:

- i) To check whether there is any period when the dwelling should be exempt from Council Tax.
- ii) To confirm the name of the person to whom the Council should send any notices about Council Tax relating to the property.
- iii) To ask whether you need more information about help with Council Tax or methods of payment.

Where Council Tax is payable, the Council need to establish whether any discount should be allowed, based on the number of occupiers. Please see notes on DISCOUNTS at the bottom of the form.

### DETAILS OF OCCUPIER AND/OR OWNER

<b>1</b>	Address of dwelling		PROPERTY REFERENCE
	<input style="width: 95%; height: 25px;" type="text"/>		<input style="width: 95%; height: 25px;" type="text"/>
	Is the dwelling occupied as anyone's main home?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>2</b>	If Yes, full name of occupier:		
	Mr / Mrs / Miss / Ms	Forename	Surname
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	Date of Occupation	Date furniture placed in premises	
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	
	Telephone Number	(You do not have to provide your telephone number but by doing so, it would help us should there be any queries)	
	<input style="width: 100%; height: 25px;" type="text"/>		
<b>3</b>	If No, full name of owner:		
	Mr / Mrs / Miss / Ms	Forename	Surname
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	Address of Owner		
	<input style="width: 95%; height: 25px;" type="text"/>		
	Is the dwelling furnished ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
			If furnished, from what date?
			<input style="width: 100%; height: 25px;" type="text"/>
<b>4</b>	Date of purchase or date tenancy commenced		
	<input style="width: 95%; height: 25px;" type="text"/>		
<b>5</b>	Please state your previous address		
	<input style="width: 95%; height: 25px;" type="text"/>		

### DECLARATION

I confirm that the information given on this form is accurate and truthful

SIGNED

DATE

### DISCOUNTS

The full amount of Council Tax is payable on the assumption that there are two adults living in a dwelling. If the dwelling is the main home of only one adult the amount payable is reduced by one quarter (25%). If a dwelling is no one's main home, the amount is reduced by 10% (if furnished) or 0% (if unfurnished). Certain classes of persons are not counted as residents for this purpose (more details are given on the discount claim form). To claim DISCOUNT please complete a DISCOUNT CLAIM FORM. If a form has not been supplied to you, one can be obtained from Corporate Services, Council Offices, Vicarage Lane, Hailsham, BN27 2AX. Telephone: Hailsham (01323) 443385.

# HELP WITH COUNCIL TAX

If you would like more information about any of the following matters please tick the box beside the item.

1. Council Tax Benefit (people on low income).  
(see note 1.)
2. Second Person Rebate.  
(see note 2.)
3. Reductions for a disabled person.  
(see note 3.)
4. Reduction for Single Occupiers  
(see note 4.)

## NOTES

- 1 COUNCIL TAX BENEFIT** *This is available to people on low income whose savings are less than £16,000. For couples, the income and savings of both partners is added together. Entitlement depends upon income, size of family, any other adult residents and the amount of council tax payable. The maximum benefit is 100%. If you tick box 1 for council tax benefit more details will be sent together with an application form. Early application is important to avoid any loss of entitlement as benefit cannot be backdated without good cause.*
- 2 SECOND ADULT REBATE** *Discount for council tax is explained overleaf, but if you cannot obtain discount due to a second adult living in your home, you may qualify for second adult rebate if that person is not your spouse or partner and has income below £185.99 per week. Your own income is not taken into account. If you would like more details please tick the box at 2 above.*
- 3 DISABLED PERSONS REDUCTION** *Is available if the dwelling contains a special feature such as an extra room or space for a wheelchair, needed by a disabled person (adult or child) living in the property. Please tick box 3, if more details are required.*
- 4 SINGLE PERSON DISCOUNT** *Please see the note at the bottom on the front of this form.*