Rushcliffe Borough Council
Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG
Telephone 0115 981 9911 and ask for Customer Services
If you wish to discuss this matter please contact The Rushcliffe
Community Contact Centre, Rectory Road, West Bridgford, NG2 6BN

Council Tax Household Occupation Form

[Insert address here]  
Property Reference: 
Date of Issue: 
Please return by:

This form is issued under Regulation 3 of the Council Tax (Administration and Enforcement) Regulations 1992. YOU ARE REQUIRED BY LAW TO PROVIDE THE INFORMATION REQUESTED. The form should be returned to Freepost RTJY-BGGZ-EKZK, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG or visit our website at www.rushcliffe.gov.uk and register your details online. If you have difficulty completing this form, please contact The Rushcliffe Community Contact Centre for advice, telephone 0115 9819911.

If no one is permanently resident, write “unoccupied” in part 1 and go to part 2 overleaf.

Part 1 – Residents
Please list everyone who lives at the above address who is aged 16 or over.

<table>
<thead>
<tr>
<th>Surname</th>
<th>Forenames</th>
<th>Date property acquired</th>
<th>Date residence started</th>
<th>Date of birth (if under 18)</th>
<th>Type of occupier (see note 1)</th>
<th>Other information (see note 2)</th>
</tr>
</thead>
</table>

Note 1: Please indicate if O – owner; J – partner or joint owner; T – tenant; R – resident

Note 2: Please indicate if;

1. Only Occupier
2. Student
3. Student nurse
4. Apprentice
5. Youth training trainee
6. Person who is severely mentally impaired
7. Person aged 18 or 19 who is at, or has just left, school
8. Care worker on low pay, usually working for a charity
9. Person caring for someone with a disability who is not a spouse, partner or child under 18

PREVIOUS ADDRESS

Please give details of your last address below.
If you wish to pay by Direct Debit, please complete the details below.

Sort Code

Account Number

Name of account holder

Please indicate when you wish to pay by ticking the appropriate box below.

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Day of Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Monthly</td>
<td>1st</td>
</tr>
<tr>
<td>12 Monthly</td>
<td>1st</td>
</tr>
<tr>
<td>Twice Yearly</td>
<td>7th</td>
</tr>
</tbody>
</table>

Only applies to DD Payers

| 1st | 7th | 14th |

Part 2 – Owners

In some circumstances the owner of a property will be responsible for paying the Council Tax. Please answer the following questions:

A – Does more than one household live in the property? YES/NO
B – Is one of the residents a Minister of Religion? YES/NO
C – Is the property empty? YES/NO

Name of owner

Address for Correspondence

Please complete only if the property is empty

Condition of property

- Uninhabitable
- Unfurnished
- Furnished
- Unoccupied following death
- Other (please specify)

Date property became empty

Please tick if you would like more information on Disabled person’s reduction

For information on the Council Tax Reduction Scheme, please contact the Rushcliffe Community Contact Centre.

Declaration

I declare that the information I have given on this form is correct to the best of my knowledge and belief

Name in Block Capitals

Signed: Date:

Telephone number: Email address:

(Providing this contact information will assist in dealing with your application)

Data Protection Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/Data Protection Act 2018 to:

- process your application, query or to provide a service that you are requesting or undertake a statutory function (also known as ‘public task’)
- if the amounts to be paid or the payment date changes, we will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Rushcliffe Borough Council or your Bank/Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by contacting us on 0115 981 9911, or sending an email to revenues@rushcliffe.gov.uk, or by contacting your Bank/Building Society who will in turn inform us of your cancellation.

The 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/Building Society.
- Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see http://www.rushcliffe.gov.uk/privacy/