



**Moray Council
TAXATION SERVICES
Council Tax
Change of Address Form**

Name.....
Address.....
.....
.....
..... Postcode.....

Office use only
Date of issue.....
Please return by.....

If you have recently changed or about to change address, please complete this form in BLOCK CAPITALS and **BLACK INK**. If you have difficulty completing it, please telephone **(01343) 563456**. Answer the questions that apply to you. You do not have to answer those in the shaded boxes but it would assist us if you did.

Your **FULL NAME (Mr Mrs Miss Ms)***
(If appropriate) Your Partner's **FULL NAME (Mr Mrs Miss Ms)***
(*delete as required)

1. YOUR NEW ADDRESS

.....
.....
.....
Postcode.....

At this property, are you the

Owner ☐ Moray Council Tenant ☐

Tenant ☐ Living with Parents ☐

Other ☐ (Please ✓ relevant box)

EXACT date you purchased / /

Or took over the tenancy of this property?

EXACT moving in date? / /

If you **DID NOT** move in straight away
was the property:

Furnished ☐ Unfurnished ☐
(Please ✓ relevant box)

2. YOUR OLD ADDRESS

.....
.....
.....
Postcode.....

At this property, were you the

Owner ☐ Moray Council Tenant ☐

Tenant ☐ Living with Parents ☐

Other ☐ (Please ✓ relevant box)

EXACT date you sold / /

Or gave up the tenancy of this property?

EXACT moving out date? / /

If there **IS** a difference between these dates
was the property:

Furnished ☐ Unfurnished ☐
(Please ✓ relevant box)

If you stayed at **another property** in between the above dates please state the address

.....
..... Postcode.....

If your previous address was not within Moray, have you ever lived in Moray?

Yes ☐ No ☐

If 'Yes' please provide details of your previous Moray address.

.....
..... Postcode.....

1. YOUR NEW ADDRESS

Name and Address of Solicitor/Leasing Agent/Housing Association or Landlord

.....

.....

.....

Name any OTHER joint owner or joint tenant

.....

.....

What is the previous occupant's name and new address?

.....

.....

.....

2. YOUR OLD ADDRESS

Name and Address of Solicitor/Leasing Agent/Housing Association or Landlord

.....

.....

.....

Name any REMAINING joint owner or joint tenant

.....

.....

What is the new occupant's name and previous address?

.....

.....

.....

1. YOUR NEW ADDRESSDo you want to claim COUNCIL TAX REDUCTION and/or HOUSING BENEFIT? Yes ☐ No ☐ (Please ✓ relevant box)Are you the SOLE OCCUPANT of this property? Yes ☐ No ☐ (Please ✓ relevant box)

Name and date of birth of anyone in your household AGED 17:

.....

DIRECT DEBIT is the Council's preferred payment method. If you wish to pay by this method, tick this box ☐If you are not the sole occupant please give **FULL NAMES** of the other **ADULTS** who live with you

.....

.....

.....

.....

Do any of these people fall into the following categories? (Please ✓ relevant box)

Students	<input type="checkbox"/>	Severely Mentally Impaired	<input type="checkbox"/>
Apprentices	<input type="checkbox"/>	YTT, Skill Seekers	<input type="checkbox"/>
Student Nurses	<input type="checkbox"/>	Care Workers	<input type="checkbox"/>

Declaration

I declare that the information on this application is true and correct. I authorise the Council to make any necessary enquiries to check the information given on this application, including cross checking details with other Council Services and external Organisations. I undertake to inform you of any change in circumstances as soon as it occurs. I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may be prosecuted.

Signature Date

Print Name Telephone

Email Mobile

Moray Council is the data controller for this process. The information provided by you for the purposes of determining Council Tax liability will be stored by us in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The information that we hold must be accurate, up to date, and kept only for as long as necessary. It is shared only where we are legally obliged to do so. You may refer to our published Council Tax Privacy Notice for more information. It can be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

Please return this form to: **Moray Council, Taxation Services, High Street, Elgin, IV30 1BX.**

If you require any further information regarding this form, please contact us by:

Telephone: **01343 563456** Webform: moray.gov.uk/ctxenquiry Website: www.moray.gov.uk