

Borough Offices, Bishops' College, Churchgate, Cheshunt,
Waltham Cross, Hertfordshire, EN8 9XG
Tel: 01992 785504
Fax: 01922 350099
E-mail: counciltax@broxbourne.gov.uk
Internet: www.broxbourne.gov.uk
24 hour automated payment line: 0845 6017620



**BOROUGH OF
BROXBOURNE**
www.broxbourne.gov.uk

Name: _____ Date: _____
Address: _____ Council Tax Account Number: _____
(If known)
Postcode: _____

COUNCIL TAX REGISTRATION FORM – PART 1

It is necessary for you to supply information requested on Part 1 of this form in order that an accurate Council Tax bill may be produced. **If you think you may be eligible for a discount, please also complete part 2 of this form.** This part constitutes a notice under regulation 3 of the Council Tax (Administration and Enforcement) Regulations 1992 (S.I. 1992 No.613). **If you fail to supply information you have which is required by Part 1 within 21 days you may be subject to a penalty of £50.00.**

1. Is anyone living in the property?	Yes / No
If Yes, please go to question 2.	
If No, please confirm if the property is:-	Part of Fully Furnished / Unfurnished
Now go to question 6.	

2. Do the residents rent the property?	Yes / No
If Yes, was the property rented furnished.	Yes / No

3. Does more than one household live in the property?	Yes / No
(Note: Your property comprises of more than one household if, for instance a number of people pay rent separately for rooms/bedsits or different parts of the property)	
If Yes, please go to question 5. If No, please go to question 4.	

4. Is one of the property's residents a minister of religion?	Yes / No
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5. Please write the names of every adult (any person aged 18 years or over) who live in the property AND EITHER owns or rents or is married to another resident who owns or rent it, or lives with the person as husband or wife.				
Title	Forename(s)	Surname	Date Moved In	Previous Address
If owned – date of purchase/completion..... If renting – date tenancy commenced.....				

6. Please write the name(s) and address(es) of the property's owner(s).	
Name:	Address:
Date of Purchase/Completion.....	

Please sign the declaration overleaf.

Please complete part 2 overleaf if you are applying for a discount or reduction to your Council Tax bill.

COUNCIL TAX REGISTRATION FORM – PART 2

The amount of your Council Tax bill will depend on the value of your home which is banded by the Valuation Office Agency. **However some people may be eligible for a discount on their bills if there is only one adult resident in the property (complete question 7) or question 8 applies to any of the adults in the property.**

You are asked to complete Part 2 of this form if you think you may be eligible for a discount or reduction. You do not have to give the information requested unless you want to, but if you provide false information you may be prosecuted.

7. How many people in total aged **under 18** live in the property?
 How many people in total aged **18 or over** live in the property?
 (Do not include anyone who has a permanent home elsewhere)

8. Are any of those people aged **18 or over**:

Student / Student Nurse	Yes / No	YTS Trainees / Apprentices	Yes / No
Caring for someone with a disability, apart from his or her spouse	Yes / No	Severely Mentally Impaired	Yes / No
People over 18 in respect of whom child benefit is payable	Yes / No	Prisoners	Yes / No
Patients in Nursing or Care Homes	Yes / No	Hospital Patients	Yes / No
Members of Religious Communities	Yes / No	Residents of certain hostels	Yes / No
Members of International Headquarters and Defence Organisations	Yes / No		

If you indicate 'Yes' to any of the above a separate form asking for further details may be sent.

10. You may also get a reduction if your property includes a room or extra space which has been adapted to cater for the needs of a resident disabled person (child or adult) and is essential, or of major importance to the wellbeing of that person.

Could this reduction apply to your home? Yes / No

If you indicate 'Yes' we will send a further form so that you can apply for a reduction.

11. The information collected on this form is necessary to administer your Council Tax and fulfil the council's statutory functions, and will not be used for any other purposes.

Privacy Notice - Borough of Broxbourne Council is committed to protecting your privacy when you use our services. Our Privacy Notice explains how we use information about you and how we protect your privacy. <https://www.broxbourne.gov.uk/resident/privacy-policy>.

Declaration:
 I declare that the information given on this form is correct to the best of my knowledge and undertake to notify you immediately if i believe that I am no longer eligible for the discount granted in respect of this application.

I understand that the information on this form may be checked, stored on and processed by computer, it may be checked with other information held by the Council and be disclosed for other Council purposes as described on the register entry compiled by the Data Protection Registrar.

Signed..... Full Name..... Date.....
 Telephone Number: Home..... Mobile.....

If you have any queries regarding the completion of this form please contact the Council Tax Section on telephone number 01992 785504 / 785584 / 785585.