



HARBOROUGH DISTRICT COUNCIL

Revenues and Benefits Service, PO Box 10004, HINCKLEY, LE10 9EJ

Telephone: 01858 828282 Fax: 01455 619853

E-mail: counciltax@harborough.gov.uk Website: www.harborough.gov.uk

Date of Issue

Property Reference

Account Reference

Regarding Address

COUNCIL TAX - DETERMINATION OF SOLE OR MAIN RESIDENCE

In order to enable the Council Tax Officer to come to a decision on the basis that the 'Regarding Address' above is not your sole or main residence, would you please complete the following questionnaire. Please read the questions carefully before answering. You are not obliged by law to give the information requested but if you do supply it, it may enable the Council Tax Officer to accept that your application is valid thus avoiding the need for you to further appeal to the Valuation Tribunal. The completed questionnaire should be returned to the above address.

How we will use your information Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information. It will be used by Harborough District Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. For further information about how your information is used and your rights to access information we hold about you, please contact Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG. Tel: 01858 828282. email: FOI@harborough.gov.uk or view our online privacy notice at <http://www.harborough.gov.uk/information>

1. Your Sole / Main Residence - Please forward a copy of your current Council Tax bill

(a) What address do you consider to be your sole/main residence?

(b) How long have you lived at this address?

(c) Which other members of the family live with you at this address? (please give names and relationship to you).

(d) Do you own, rent or lodge at this address?

(e) How often do you normally stay at this address? (e.g. 5 days a week, weekends only etc.).

(f) What is the reason for you living at this address? (e.g. is it the family home, accommodation for work purposes etc.).

(g) Are you currently making any attempts to dispose of this property?..... YES NO
If yes, please give details.

2. Your Other Address

(a) Please state your other address.

(b) How long have you lived at this address?

(c) Which other members of the family live with you at this address? (please give names and relationship to you).

(d) Do you own, rent or lodge at this address?

(e) How often do you normally stay at this address? (e.g. 5 days a week, weekends only etc.).

(f) What is the reason for you living at this address? (e.g. is it the family home, accommodation for work purposes etc.).

(g) Are you currently making any attempts to dispose of this property?..... YES NO

If yes, please give details.

3. Miscellaneous

(a) At which address do you keep the majority of your personal possessions (e.g. clothes and other personal effects).

(b) For which address are you registered with a medical practitioner?

(c) To which address is the majority of your correspondence directed?

4. Other Comments

If there are any other relevant facts you wish to bring to the attention of the Council Tax Officer please write them here, or continue on a separate sheet of paper.

5. Declaration

I declare that the information I have given is true and accurate to the best of my knowledge.

Signature

Tel No. Home

Date

Work