

CITY OF EXETER
COUNCIL TAX - OCCUPATION FORM

Exeter City Council, Civic Centre, Paris Street, Exeter EX1 1JD
Tel: 01392 265635

Property Reference: Date

Address:

1. Please state below the name(s) of the Adult(s) who have their sole or main residence in the property and are either:
(i) the person who owns or rents it; (ii) joint owners or joint tenants; (iii) husband and wife if only one owns or rents it; or (iv) people living together as husband and wife if only one owns or rents it.

Title	Forenames	Surname
.....
.....
.....
.....

2. Date moved in:

3. If property has been purchased, please advise:

a) Completion date of purchase:

b) Name of vendor:

c) Solicitor handling purchase:

4. If property has been rented, please advise:

a) The name and address of the landlord:

.....

b) Do you have a furnished or unfurnished let:

5. Please state previous address (if in Exeter):

.....

6. Preferred method of payment: **SWIPE CARD / DIRECT DEBIT (please complete the attached mandate)**
(please delete as necessary) **MONTHLY / HALF-YEARLY**

7. Are you a sole occupier **YES / NO**

8. Further information required: **Disregard discount (see categories in item 3 over the page)**
Disablement reduction application
Council Tax benefit application form

I declare the information given above is correct to the best of my knowledge.

Signed: Date:

Full name:

Please fill in the whole form and send it to:
EXETER CITY COUNCIL, P.O. BOX 143, CIVIC CENTRE, PARIS STREET, EXETER EX1 1JD.

DIRECT Debit
Originator's Identification Number
9 5 6 9 5 7

Exeter City Council **Instruction to your Bank or Building Society to pay by Direct Debit**

1 Name and full postal address of your Bank or Building Society branch.
To: The Manager Bank or Building Society
Address Post Code

2 Name(s) of Account Holder(s)

3 Branch Sort Code (from the top right hand corner of your cheque)

4 Bank or Building Society Account Number

5 Exeter City Council Ref No. 1st of month
25th of month
PLEASE TICK PREFERRED PAY DATE

6 Instructions to your bank or Building Society
Please pay Exeter City Council Direct Debit from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Exeter City Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s) _____
Date _____

DIRECT Debit

The Direct Debit Guarantee

- The 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 or Building Society.
- If the amounts to be paid or the payment dates change, you will be told of this in advance by at least 14 days as agreed.
- If an error is made by Exeter City Council or your Bank or 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 writing to your Bank or Building Society. Please also send a copy of your letter to us.

CITY OF EXETER

COUNCIL TAX

NOTES TO HELP YOU COMPLETE THE OCCUPATION FORM

As from 1 April 1993 the Council Tax replaced the Community Charge (or Poll tax) as the way in which local people pay for council services. One Council Tax bill is issued for each house, flat or other dwelling, based on the market value of the dwelling on 1st April 1991. Discounts may be awarded depending on the number of people living there.

1. Liability

The Council Tax is usually payable by the owner-occupier(s) or tenant(s). If the property is empty, or is not anyone's main home, the owner will normally be responsible for the bill. Married couples, and couples living together as husband and wife, will generally be jointly and severally liable for the Council Tax, even if only one partner owns or rents the property.

2. Method of Payment

You may request to pay the Council Tax by monthly or half-yearly instalments, using a payment card or by direct debit. However, if your account goes into arrears the right to pay by instalments may be lost.

3. Discounts

The full Council Tax bill assumes that there are two adults in a dwelling. If only one adult lives in a dwelling (as their main home) there will be a 25% discount and if it is no-one's main home the discount will be 10%. Certain people will not be counted when looking at the number of adults resident in a dwelling. These people include students, student nurses, apprentices, Youth Training/Training credits trainees, the severely mentally impaired, patients in residential care homes, persons aged 18/19 years for whom child benefit is payable, persons in detention, members of religious communities, and some full-time care workers.

4. Other reductions

If the property has facilities which are essential to accommodate the needs of a disabled resident the liable person may be eligible for a reduction in the Council Tax bill in the form of the bill for the property being assessed in the band below that assigned to it on the Valuation List.

Council Tax benefit of up to 100% will be available for people responsible for the Council Tax bills who are on income support or low incomes. The amount of benefit depends on the amount of the Council Tax bill, as well as on income, savings and personal circumstances.

For further information on any of the above, please contact the **Council Tax Office, Exeter City Council, Civic Centre, Paris Street, Exeter EX1 1JD. (Tel: 01392 265635).**