

CHANGE OF ADDRESS FORM

Please fill in the details of the section below which relate to the reason for your change of address:

- SECTION 1** Relates to people who are moving into a property in Mid Sussex where they will be **liable** to pay Council Tax. If they were **liable** for Council Tax at a former property within Mid Sussex, Section 2 also needs to be completed.
- SECTION 2** Relates to Council Tax payers who are vacating a property which is situated within Mid Sussex.
- SECTION 3** Relates to properties where it is intended that they be renamed.

SECTION 1 (INCOMING OWNERS & OCCUPIERS)

Name of Liable person *(To whom bills should be sent)*

SURNAME	TITLE	INITIALS

Date of Occupancy *(if applicable)*

Completion Date of Purchase *(if applicable)*

Start Date Lease / Tenancy *(if applicable)*

Address to which Bills should be sent *(for owners of unoccupied properties)*

Post Code:

Address of Property Concerned	
	Post Code:

Your Previous Address	
	Post Code:

Number of Occupants <i>(over the age of 18)</i>	
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SECTION 2 (VACATING OWNERS & OCCUPIERS)

SURNAME	TITLE	INITIALS

Property Account Number:

Address of Property	
	Post Code:
WERE YOU THE COUNCIL TAX PAYER AT THIS ADDRESS? YES / NO	

Your Forwarding Address	
	Post Code:
NUMBER OF ADULT IN OCCUPATION:	
WILL YOU BE LIABLE FOR COUNCIL TAX AT THIS ADDRESS? YES / NO	

Date of Vacation *(if applicable)*
Completion Date of Sale *(if applicable)*
End Date Lease / Tenancy *(if applicable)*

Does the vacated property still contain furniture? Yes / No
Does anyone else remain in occupation of the property? Yes / No
(If Yes, Please give details:

The Name(s) of the Purchaser(s)
(if applicable)

The Name and Address of the Solicitor / Estate Agents who acted in the sale of the property on your behalf *(if applicable)*.

If the property is owned by another person or managed by a letting agent please give their details:
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SECTION 3 (CHANGE OF PROPERTY NAME)

Date of Change: _____ / _____ / _____

Previous Name	
	Post Code:

New Name	
	Post Code:

DECLARATION

Name:



01444 477564
www.midsussex.gov.uk

Mid Sussex Revenues
and Benefits Services
PO Box 10607
Nottingham
NG6 6DU

I declare that the details shown on this form are true, accurate and complete to the best of my knowledge. Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at <https://www.midsussex.gov.uk/about-us/privacy-notice/> for further details.

Signed: _____
Dated: _____
Email: _____
Tel: _____