



# CHANGE OF CIRCUMSTANCES FORM

Revenues Section  
Ribblesdale Borough Council  
Church Walk, Clitheroe  
BB7 2RA  
Tel. 01200 414450  
Fax. 01200 414432  
Web Site:www.ribblesdale.gov.uk

Property Reference:.....Date Issued:.....

Please complete the form below if you are moving into or within the RIBBLESDALE area.

1. Please enter your **New Address** below: - 2. Date moved in

3. Date purchased or Tenancy commenced

4. Date furniture moved in

5. Are you the Owner? **YES/NO** (please delete as appropriate)  
If **NO**, please give Name and Address of your Landlord (the person you pay the rent to).

IS THIS A **FURNISHED/UNFURNISHED LET?** (please delete as appropriate)

6. Is the property Occupied? **YES/NO** (please delete as appropriate)  
If **NO**, go straight to Question 9. If Yes, carry on with Question 7.

## OCCUPIED PROPERTY

7. Please list below anyone **living in** the property that is 18 years old or over (**including yourself**)

			Please tick if the following applies.			
<u>TITLE</u>	<u>FORENAMES</u>	<u>SURNAME</u>	<u>OWNER</u>	<u>TENANT</u>	<u>RESIDENT</u>	<u>FULL TIME STUDENT*</u>

\*Please supply a Council Tax Certificate from your College/University.

8. Are you the sole adult occupant of this address? **YES/NO** (please delete as appropriate)

## UNOCCUPIED PROPERTY (Only to be completed if the property is unoccupied)

9. If this property is unoccupied please give: -

i) Owners Name(s).....

ii) Correspondence Address.....

iii) Telephone No.....

10. Please give reasons why this property is unoccupied: -

i) Is this your second home? **YES/NO** (please delete as appropriate)

ii) Are you decorating? **YES/NO** (please delete as appropriate)

iii) Is the property undergoing structural alterations or major repair work?  
**YES/NO** (please delete as appropriate)

If **YES** please give full details.....

.....

iv) Other, please give details.....

11. When do you intend to occupy the property?.....

**VACATION/SALE OF PROPERTY**

12. Please enter below the details of your previous address: -

.....  
 .....  
 .....  
 Date Property Vacated.....  
 IF THIS ADDRESS WAS IN THE RIBBLE VALLEY PLEASE GO TO NUMBER 13. IF NOT PLEASE GO STRAIGHT TO NUMBER 17.

13. Please state below the name(s) and forwarding address(s) of any person(s) over 18 leaving the above address, but not moving to your New Address overleaf: -

.....  
 .....

14. Were you the Owner? **YES/NO** (please delete as appropriate)

If **NO**, please enter the Name and Address of your Landlord below (the person you paid the rent to).

.....  
 .....  
 Date Tenancy Ended.....  
 Was this a **FURNISHED/UNFURNISHED LET** (please delete as appropriate)

If **YES**, has the property been sold? **YES/NO**

If **YES**, Completion Date of Sale.....

Name and previous address of purchaser.....

If not known, name and address of your Solicitor who dealt with your sale

If **NO**, is the property **FURNISHED/UNFURNISHED**? (please delete as appropriate)

15. Is anyone over 18 remaining resident at the property? **YES/NO**

If **YES**, please state their name and interest in the property: -

			Please tick if the following applies.			
<u>TITLE</u>	<u>FORENAMES</u>	<u>SURNAME</u>	<u>OWNER</u>	<u>TENANT</u>	<u>RESIDENT</u>	<u>FULL TIME STUDENT*</u>

\*Please supply a Council Tax Certificate from your College/University.

16. Is this the sole adult occupant of this address? **YES/NO** (please delete as appropriate)

17. Please ensure that you have completed all the relevant information above, failure to do so may result in a delay in processing your change of circumstances.

I declare that the information given here is to the best of my knowledge, true and accurate. I agree to tell Ribble Valley Borough Council, Council Tax Section within 21 days, of any changes that affect my Council Tax account, e.g. if the property is sold.

Signature.....Date.....  
 Name (in Capitals).....  
 Daytime Telephone No. (in case we need to contact you).....  
 E-mail address (if available).....