



# GOSPORT

## Borough Council

Council Tax Section,  
 Financial Services Unit,  
 Town Hall, Gosport, Hants,  
 PO12 1EB.  
 Telephone: (023) 9258 4242 Ext: 5470

### COUNCIL TAX - CHANGE OF ADDRESS DETAILS

PLEASE COMPLETE IN BLOCK CAPITALS

YOUR NEW ADDRESS	YOUR PREVIOUS ADDRESS

Date of Issue: .....

Ref. Number: .....

Date of Move: .....

PLEASE TELEPHONE THE ABOVE NUMBER IF YOU HAVE DIFFICULTY IN COMPLETING THIS FORM

**1 INFORMATION ABOUT YOUR NEW ADDRESS**

IS THE NEW ADDRESS IN GOSPORT/ LEE-ON-THE-SOLENT? YES/ NO (please circle)  
 IF YES, PLEASE COMPLETE SECTION 2 - 7  
 IF NO, PLEASE GO TO SECTION 7

**2 ARE YOU THE OWNER/ TENANT/ RESIDENT OF THE NEW ADDRESS?** (please circle)

**3 IF YOU ARE THE OWNER OF THE NEW ADDRESS PLEASE SUPPLY THE FOLLOWING**

SALE COMPLETION DATE	YOUR SOLICITOR'S NAME AND ADDRESS	PREVIOUS OWNERS NAME AND NEW ADDRESS (OR IF UNKNOWN, THEIR SOLICITOR'S NAME & ADDRESS)
DATE FURNISHED		

DATE MOVED IN IF DIFFERENT FROM ABOVE .....

**4 IF YOU ARE THE TENANT OR THE RESIDENT THE FOLLOWING INFORMATION IS REQUIRED**

NAME AND ADDRESS OF LANDLORD/ OWNER	ARE YOU RENTING THE PROPERTY FURNISHED or UNFURNISHED? (please circle)

**5 LIST ALL PEOPLE AGED 18 OR OVER, INCLUDING YOURSELF, WHO WILL BE RESIDING AT THE NEW ADDRESS AND STATE THEIR RELATIONSHIP TO YOU (eg partner, child, lodger, joint tenant etc)**

FULL NAME	PREVIOUS ADDRESS (if different from address above)	RELATIONSHIP

ARE YOU THE ONLY OCCUPIER OF THE NEW ADDRESS AGED 18 OR OVER? YES/ NO (please circle)

**6 ONLY COMPLETE THIS PART IF THE PROPERTY IS NOT USED AS ANYBODY'S MAIN OR ONLY HOME, FOR EXAMPLE A SECOND HOME, HOLIDAY HOME OR IS EMPTY OR USED FOR COMMERCIAL PURPOSES**

Name and Address of Owner	What is the property used for, i.e. second home, empty	Is the property exempt

**7 INFORMATION ABOUT YOUR PREVIOUS ADDRESS**

IS THE OLD ADDRESS IN GOSPORT/ LEE-ON-THE-SOLENT? **YES/ NO** (please circle)  
 IF YES, PLEASE COMPLETE SECTIONS 8 - 11 AND SIGN AND DATE THE DECLARATION BELOW  
 IF NO, PLEASE SIGN AND DATE THE DECLARATION BELOW

**8 WERE YOU THE OWNER/ TENANT/ RESIDENT OF THE PREVIOUS ADDRESS?** **Owner** (please circle)  
**Tenant**  
**Resident**

**9 IF YOU WERE THE OWNER OF THE PREVIOUS ADDRESS PLEASE SUPPLY THE FOLLOWING DETAILS**

HAS THE PROPERTY BEEN SOLD? **YES/ NO**  
 IF **YES**, PLEASE GIVE THE FOLLOWING DETAILS

SALE COMPLETION DATE	YOUR SOLICITOR'S NAME AND ADDRESS	NEW OWNERS NAME AND PREVIOUS ADDRESS
DATE FURNITURE REMOVED		

IF NO, IS THE PROPERTY TO BE LET? **YES/ NO** (please circle)  
**FURNISHED/ UNFURNISHED** (please circle)

IF THE PROPERTY IS TO BE LET, PLEASE SUPPLY THE FULL NAMES OF TENANTS ON SEPARATE PAPER

**10 IF YOU WERE THE TENANT OR RESIDENT, THE FOLLOWING INFORMATION IS REQUIRED**

DATE OCCUPATION CEASED	NAME AND ADDRESS OF LANDLORD/ OWNER
TENANCY END-DATE	

HAS ALL THE FURNITURE BEEN REMOVED? **YES/ NO** (please circle)

**11 LIST BELOW ALL PEOPLE AGED 18 OR OVER INCLUDING YOURSELF WHO WILL BE MOVING OUT OF THE PREVIOUS ADDRESS**

FULL NAME	NEW ADDRESS (if different from new address overleaf)

**12 PLEASE SIGN THE DECLARATION THEN FOLD AND RETURN IN THE ENVELOPE PROVIDED**

I CONFIRM THAT THE ABOVE DETAILS ARE CORRECT	SIGNATURE .....
	FULL NAME .....
	TELEPHONE NO .....
	DATE .....

**Data Protection**

Gosport Borough Council is required by law to protect the public funds we administer. Information provided may be shared with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud, the collection of debts or to assist in the discharge of other statutory functions. Further information is available under Fair Processing Notice on our website at [www.gosport.gov.uk](http://www.gosport.gov.uk)

Gosport Borough Council is committed to equal opportunities for all.

**If you need this document in large print, on CD or tape, in Braille or in another language, please ask.**