



Municipal Buildings
West Street
Boston, Lincs
PE21 8QR
Telephone: (01205) 314202
Fax: (01205) 364604
Web: www.boston.gov.uk

CHANGE OF ADDRESS NOTIFICATION

Date:

Please complete this form in **full** as Boston Borough can only use the information provided by you. Should you have any queries, require further information or have difficulty reading this form, please contact Boston Borough at the above address.

PROPERTY YOU ARE MOVING FROM

PLEASE COMPLETE THE WHOLE OF THIS FORM IN BLACK INK

Property reference:

Account reference:

Full names of Council Tax payers:

Full address of property including postcode:

Contact telephone number/ Email address:

Please complete the relevant section below

PROPERTY SOLD

PROPERTY RENTED

Date of Vacation Completion date of sale		Date of Vacation Tenancy end date	
The date of the property was emptied of furniture (if applicable)		The date the property was emptied of furniture (if applicable)	
Full name of purchaser(s) if known otherwise full name, address, tel no. & reference of your Solicitor (this may be used to resolve any queries about the date of sale & full names of purchaser(s))		Name, address & tel. no of Landlord or Managing Agent	

Is everyone leaving the household? **YES/NO** If **NO**, please detail who remains in the property

Please detail your new address if moving **outside** of the Boston Borough area. If you are staying in the Boston Borough area, please continue to complete the rest of the form.

Your Council Tax will be recalculated if you have left the Boston Borough area and any overpayment will be refunded to you.

PROPERTY YOU ARE MOVING TO

Property reference:

Account reference:

Full address of property including postcode (if this is a newly built property, please also state the plot number)

Have you joined the existing household? Yes No

Please complete the relevant section below

PROPERTY PURCHASED

PROPERTY RENTED

Completion date of purchase		Tenancy state date	
Date of occupation		Date of occupation	
Date the property was furnished (if remains unfurnished please advise)		Date property was furnished (if remains unfurnished, please advise)	
Name & forwarding address of previous owner(s) if known, otherwise full name, address, tel no. of your Solicitor (this may be used to resolve any queries about the date of purchase & full names of vendor(s))	Name, address & telephone no. of Landlord or Managing Agent		
	Is this a furnished or unfurnished let?		

Please provide the **FULL** names of those aged 16 or over living in your new home including yourself.

TITLE	FORENAMES	SURNAME	DOB	OWNER/TENANT/ PARTNER/SPOUSE

Number of adults aged 18 or over in the property

Do you wish to claim Council Tax/Housing Benefit? Yes No

How do you wish to pay your Council Tax:

Direct Debit Standing Order Cash/Cheque Please note the Council no longer issues Allpay Cards.
Please use the barcode on the Council Tax Bill

NB If you are moving within Boston Borough area and currently pay by Direct Debit, your Bank details will be automatically transferred to your new address, unless you advise otherwise.

For other methods of payment, please refer to the reverse of the Council Tax demand.

If you have chosen Direct Debit, please complete the details below and select whether you wish to pay on the 4th 12th 20th 28th of each month over 10 months or 12 months

Bank Sort Code	Bank Account number
Name of Account Holder	
Name & Address of Bank	

DECLARATION AND SIGNATURE

WARNING: Deliberately giving false information could lead to prosecution.

I declare that the information I have given on this form is complete and accurate to the best of my knowledge and I understand that Boston Borough Council may check the information given.

Signature _____ Date _____

Full name in capitals _____

Data Protection - We are asking for this information in accordance with the provisions of the Council Tax (Administration & Enforcement) Regulations 1992 (Reg.3) and the Data Protection Act 1998, S.29. It will be used to help us determine your liability for and collect your Council Tax. It may be shared with other Sections of this Council, with other Councils and with other public bodies to determine eligibility for Housing Benefit, liability for Council Tax, to collect Council Tax, to assess and collect other Taxes and Duties, to help detect and prevent fraud, to help detect and prevent crime and to carry out public duties.

For office use only

Officer taking information Date

Information received via:- Customer Services Telephone Post

Input by Date