



BOROUGH OF HYNDBURN
HOME OF THE ACCRINGTON PALS

**BENEFITS, REVENUES
AND CUSTOMER CONTACT**

Accrington Town Hall
Broadway Offices
Accrington
BB5 1EZ

Moving House – Council Tax

Section 1: your old address

1. Please provide your OLD address	
Address	
Postcode	

1a. If your old address is not in Hyndburn but you have lived in Hyndburn previously, please provide your previous Hyndburn address.

Address	
Postcode	

If your old address was not in Hyndburn and you have never lived in Hyndburn before, please go to Section 2, **your new address**.

2. Your Council Tax Reference	
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3. Date you moved out of the property	
3a. Date you moved your furniture out of the property.	

4 Have all residents moved out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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5. Please provide the full names of all residents left in the property when you moved out.	1.
	2.
	3.
	4.
	5.

6. Has this property been sold?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6a. What was the date of sale?	

6b. If rented: What date did your tenancy end? Please provide the name and address of the Landlord/Agent responsible for this property and a copy of your rental/tenancy agreement.	
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7. Please provide the names of the new owner/occupiers or tenants if you have these details.	
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8. Please provide the previous address of the new owner/occupiers or tenants if you have these details.	
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Section 2: your new address

9. Please provide your NEW address	
Address	
Postcode	

If your new address is not in Hyndburn, you can jump to Section 4, **about you**.

10. Is this property owned or rented?	Owned <input type="checkbox"/> Rented <input type="checkbox"/>
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11. Date of purchase or start of tenancy	
11 a. Date you moved into the property.	
11b. Date you moved your furniture in	

12. If owned: Please provide the name and forwarding address of the previous occupiers if you have these details	
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12a. If rented: Please provide the name and address of the Landlord/Agent responsible for this property.	
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14. If this property is to be left empty, please provide the address of the owner. Please note that if this property was purchased empty, further Council Tax exemption may not be applicable.	
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Section 3: your household

15. Please provide the full names of all residents over the age of 18			
Name	Owner	Tenant	Partner
1.			
2.			
3.			
4.			

16. Do any of the residents fall into a category for which there is a disregard? If so provide details.

- Students or Student Nurses
- Apprentices or Trainees
- Severely Mentally Impaired
- Aged 18, 19 or 20 and in Further Education
- Aged 18, 19 or 20 and still entitled to child benefit payments

Name	Disregard category
1.	
2.	
3.	

Section 4: Paying your Council Tax

17.	Please indicate on which day of the month you wish your instalments to be set
1 st of each month	<input type="checkbox"/>
10 th of each month	<input type="checkbox"/>
20 th of each month	<input type="checkbox"/>
28 th of each month	<input type="checkbox"/>

Section 5: About you

18. Your name	
18a. Your telephone number	
18b. Your email address	
18c. Would you like to receive your new bill by email?	Yes/No
18d. Your relationship to the new property. i.e. Landlord/new owner/appointee.	
18e. Date	

Please note, we may use your telephone and email details to contact you by telephone, SMS or email with information regarding your Council Tax account and updates in relation to Council Tax information.

If you prefer not to receive these useful updates, please tick this box :

Where to send your documents

You have several options for returning this information:

You can drop it in our post box: Our post box is on the right hand side of the automatic doors at the Broadway entrance to our offices. This sign-posted steel post box is secure and can be used 24 hours a day.

Post your documents to us at the following address:

Hyndburn Borough Council
Housing and Council Tax Benefits
Accrington Town Hall
Broadway
Accrington
BB5 1EZ

Contact us

For help with your application, for any other enquiries or to book an appointment to see us in person, please contact us using the following details:

- Use our e-services online at www.hyndburnbc.gov.uk/benefits
- By email – enquiries@hyndburnbc.gov.uk
- By telephone – 01254 388 111

Please call or email our Customer Contact Centre, we are open:

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 17:00	09:00 – 17:00	10:00 – 17:00	09:00 – 17:00	09:00 – 17:00

Please send or bring ORIGINAL DOCUMENTS ONLY – we cannot accept photocopies.

BENEFITS ONLINE



**Check your Benefits, Council Tax and Business Rates
on-line.**

Register at:

www.hyndburnbc.gov.uk

to get your unique PIN number