

## Council Tax & Non-Domestic Rates

Financial Services, PO Box 722,  
Civic Centre, Poole, Dorset BH15 2YE  
Tel: (01202) 634234 Minicom Tel: (01202) 743636  
Fax: (01202) 633150 Email: [financialservices@poole.gov.uk](mailto:financialservices@poole.gov.uk)  
24 hr Automated Payments Line: (01202) 672932



Reference:

## COUNCIL TAX NOTIFICATION OF CHANGE IN CIRCUMSTANCE

**Please note that you have a duty to inform the Council of any changes in your households circumstances which may affect your Council Tax within 21 days of the date of change. This could be people moving into and out of your property or children becoming 18.**

Please give details below, including effective date of change, if applicable.

Date of change (if applicable) \_\_\_\_/\_\_\_\_/\_\_\_\_

Total number of adults now living in the property

The circumstances have changed as follows:-

(please use reverse of this form if you need more space)

**Declaration:** I confirm that the information above and overleaf is correct to the best of my knowledge and belief.

Your Tel No. \_\_\_\_\_ (you do not have to give this information but it may be helpful if we need to contact you)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_