

**Council Tax  
Partial Change of Occupier Form**



This form should be used to advise that some of the occupiers of a property have changed. Please complete and return this form to the address overleaf to enable your Council Tax Liability to be correctly assessed. Should you require further assistance please contact Revenues and Benefits on 01475 712961.

[www.inverclyde.gov.uk/council-and-government/council-tax](http://www.inverclyde.gov.uk/council-and-government/council-tax)

Council Tax account no: .....

**Contact Details**

**Name**..... **Home Telephone Number** .....

**Email Address** ..... **Mobile Number** .....

**Number of occupiers aged 18 or over prior to change** .....

**Number of occupiers aged 18 or over after change** .....

**Name of person(s) to be deleted / added**

<b>Title</b>	<b>Forename</b>	<b>Surname</b>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Their new / previous address**

.....  
.....  
.....

**Date of change** ...../...../.....

**Reason for change** .....

If the reason for the change is a marital separation / divorce, please enclose a copy of the separation agreement or solicitors letter confirming date of separation.

I declare that to the best of my knowledge the information on this form is true and complete and I understand that Inverclyde Council may seek further confirmation. I will notify within 21 days any change in circumstances that may affect my liability e.g. number of adults in house changes, changes of ownership/tenancy. I understand that failure to provide this information may make me liable for an initial fine of £50 and £200 for each subsequent offence.

**Signature of Liable Person:** ..... **Date:** ...../...../.....

**Completed forms should be returned to:**

**Revenues Services  
Inverclyde Council  
PO Box 9467  
Greenock  
Inverclyde  
PA15 1JD**

**or emailed along with supporting documents to: [council.tax@inverclyde.gov.uk](mailto:council.tax@inverclyde.gov.uk)**

**Data Protection** – We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use this information to help us determine your liability for, and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administering public funds. We will not give information to anyone else, or use information about you for other purposes, unless the law allows us to.

