



Dear Applicant

Please read these notes before completing the application form

**Council Tax – Sole or Main Residence Questionnaire**

In order to correctly establish whether or not you are entitled to a discount on your Council Tax Bill, I need to decide where your 'sole or main residence' is.

I need to weigh up all relevant considerations and the answers provided to the questions below will enable me to do this.

A. For your property in this Local Authority area

1. Applicants name and contact address	..... ..... ..... ..... ..... Postcode .....
--	--

2. Account Reference Number (from front of bill)	
--	--

3. Address to which discount/exemption Will apply (if different)	..... ..... ..... ..... ..... Postcode .....
--	--

4. What is your legal interest in the Property? (i.e. freeholder, leaseholder, Other – please detail)	
---	--

5. If leaseholder, please outline the length And terms of your agreement (i.e. short-Hold tenancy 6 months)	
---	--

6. Is the property furnished? If yes who Furnished the property? (i.e. yourself Landlord, Agent)	<b>YES/NO</b>
--	---------------

7. Is this accommodation work related (i.e. Ministry of Defence, tied, provided by Employer)	<b>YES/NO</b>
--	---------------

8. How much time do you spend here? (i.e. workdays, weekends, holidays, winter months only)	
---	--

9. What is the purpose of retaining/attaining this property?	
--	--

10. Does your occupation in this property have a degree of permanence? (i.e. will you be selling it soon/will you move when your work requires)	
---	--

**B. For your other property**

1. Address of property	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>..... Postcode .....</p>
------------------------	---

2. Which Authority do you pay Council Tax to?	
---	--

3. What is your legal interest in the property?	
---	--

4. If leaseholder, please outline the length and terms of your agreement	
--	--

5. Is the property furnished? If yes who Furnished the property? (i.e. yourself, Landlord, Agent)	<b>YES/NO</b>
---	---------------

6. Is this accommodation work related (i.e. Ministry of Defence, tied, provided by Employer)	<b>YES/NO</b>
--	---------------

7. How much time do you spend here? (i.e. Workdays, weekends, holidays, winter Months only)	
---	--

8. What is the purpose of retaining/ Attaining this property?	
--	--

9. Does your occupation in this property have a degree of permanence? (i.e. will you be selling it soon/will you move when your work requires)	
---	--

C. General Information

1. If applicable, where does your Spouse/ Partner live?	..... ..... ..... ..... ..... Postcode .....
--	--

2. If applicable, where does your Spouse/ Partner work?	
--	--

3. If applicable, where do your children attend school?	
--	--

4. If applicable, where do your work?	
---------------------------------------	--

5. In which property do you keep most of your possessions?	
---	--

6. In which location are you registered for the following: Dentists Doctors Bank Accounts	
---	--

7. What connections do you have, if any, in this Local Authority Area?	
---	--

8. What connections do you have, if any, in the other Local Authority Area?	
--	--

**DECLARATION:** I declare the information stated above is true and correct to the best of my knowledge and belief. I shall advise the Council Tax Section if the circumstances change. I understand that making a false declaration could render me liable for prosecution. I authorise the council to make such enquiries as it thinks fit to determine this application.

All information provided will be treated in compliance with the Data Protection Act 1998. The Council may wish to share the information you supply with other sections in the council or other Local Authority.

Signature:	Phone:
Print Full Name:	Email:
Capacity in which signed:	Contact Address:
	.....
	.....
	.....
Date:	.....
	..... Postcode .....

After completion please return, together with any supporting information to:

**Council Tax Office  
Corby Borough Council  
Deene House  
New Post Office Square  
Corby  
Northants  
NN17 1GD**

**Tel: 01536 464000  
Fax: 01536 464076**