



**REVENUE SERVICES,  
HOLT ROAD, CROMER, NORFOLK, NR27 9EN**

For guidance or advice on completing this form  
EMAIL [ctax@north-norfolk.gov.uk](mailto:ctax@north-norfolk.gov.uk)



To receive this form in a different format or language,  
please phone 01263 513811

### **Change of Main Residence**

Please complete this form to tell the Council of a change in your main residence - we will use the information that you provide to update your Council Tax account

#### **Council Tax Reference No**

#### **1. Your Details**

Please give us the following details so we can contact you if we have a query regarding this form:

Title:                      Forename(s):                      Surname:

Your current postal address:

Postcode:

Daytime telephone Number:

Mobile Number:

Email address:

#### **2. About the North Norfolk property you are leaving.**

Address of the property you are leaving:

Postcode:

Date you are leaving the property:

Full names of the people who are leaving the property:

If you own the property you are leaving please answer questions 3, 5, 6 and 8.  
If you rent the property you are leaving please answer questions 4, 5, 7 and 8.  
If you neither own nor rent the property you are leaving please clarify:

Please answer questions 5 and 8

**3. Date of sale of the property:**

Name of the new owners:

If you do not know the name of the new owners please give details of your solicitor or estate agent:

Name:

Address:

Telephone number:

If the property is not sold, is the property furnished?    YES        NO

Please proceed to question 5.

**4. Date the tenancy ends or ended:**

Name of your landlord:

Address of your landlord:

Postcode:

Was the property a furnished let?    YES        NO

**5. About the property you are moving in to:**

You should answer these questions even if the property is outside North Norfolk.

Address of the property you are moving in to:

Postcode:

Full names of the people who are moving into the property:  
(Please DO NOT include children under the age of 18 years)

Date you are moving in to the property:

If you are not moving in to the property immediately please give the date the property was/will be furnished:

Forwarding address of the previous occupiers (if known):

Postcode:

**6. Date of purchase of the property you are moving in to:**

**7. Date tenancy starts or started:**

Name and address of your landlord:

Postcode:

**8. Paying your Council Tax.**

Please indicate your preferred method of payment:  
(See 'How to pay')

If you have moved within North Norfolk and already pay by direct debit your details will be transferred and the bank will be notified by us.