

Revenues and Benefits Services  
PO BOX 238  
Newport  
PO30 9FP



Tel: (01983) 823901  
Email: council.tax@iow.gov.uk

View and update your Council Tax  
account online at  
[www.iwight.com/counciltax](http://www.iwight.com/counciltax)

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**Application for Property to be transferred from Council Tax to Business Rates**

If your property is **available for short-term holiday let for 140 days or more** a year, it may be rated as a self-catering property and is liable for Business Rates

In order that a request can be made to the Valuation Officer to assess your property within Business Rates kindly complete the following application form.

Name of Liable Person .....

Correspondence Address .....

Address of property  
.....  
.....

Date of Change.....

Period the Property is available for let within each year .....

Name and address of letting agent or details of where the property is advertised and property reference number  
.....  
.....

**Please provide supporting evidence to show where the property is being advertised an when it became available for let**

Signed.....

Date.....

Email.....

Telephone.....

## Revenues and Benefits Information Sheet

### Email Us

One of the fastest ways to provide us information is by email.

You can attach any information requested to your emails to save items having to go through the post or travelling to a help centre. There is a size limit of 10mb or less, please ensure you are within this size limit. Providing your Account Reference, Account Number or Claim number within the subject or body of the email, means we are able to handle the email more efficiently.

For...	Send your emails to...	And Provide...
Council Tax	<a href="mailto:Council.Tax@iow.gov.uk">Council.Tax@iow.gov.uk</a>	Your 8-Digit Council Tax Account Reference
Housing Benefit	<a href="mailto:Housing.Benefit@iow.gov.uk">Housing.Benefit@iow.gov.uk</a>	Your 2-5 Digit Benefit Claim Reference
Business Rates	<a href="mailto:Business.Rates@iow.gov.uk">Business.Rates@iow.gov.uk</a>	Your 8 Digit Business Rates Account Reference

While most documents are accepted via email, there are some items we simply **are not allowed** to receive digitally. Examples are proof of Identity and National Insurance Number. For a Housing Benefit or LCTS Claim, if you are unsure, check the document/form requesting the information which should advise if an original document is required.

### Save time, do it online!

Did you know most Council tasks can be done via our website, providing a quicker, easier more flexible service to residents?

From setting up a Direct Debit to submitting your claim for Housing Benefit; providing a Change of Address for Housing Benefit/LCTS to notifying us of a Change of Circumstances and even paying your Council Tax/Business Rates Bill online or applying for a Blue Badge. Our sites are listed below; please visit the one you require to get started!

<b>Council Tax</b>	<a href="http://www.iwight.com/counciltax">www.iwight.com/counciltax</a>
<b>Housing Benefit</b>	<a href="http://www.iwight.com/housingbenefit">www.iwight.com/housingbenefit</a>
<b>Business Rates</b>	<a href="http://www.iwight.com/businessrates">www.iwight.com/businessrates</a>

### Contact by Phone/Post

If you do not have access to the internet, or for anything that cannot be emailed, please use the following postal address as appropriate. Enquiries can be made by telephoning the appropriate number as below:

Council Tax 01983 823901

Housing Benefit 01983 823950

Housing Benefit Overpayments 01983 823605

Business Rates 01983 823920

For...
<b>Council Tax, Benefits and Business Rates</b>
Revenues and Benefits Services
PO BOX 238
Newport
PO30 9FP

### Help Centre Opening Times

The Freshwater and Sandown Help Centres are now closed to the public. We experience a high volume of customers between 12 noon and 2pm. To avoid a delay in being seen, please visit us at another time of the day.

#### Customer Service Centre

County Hall  
High Street  
Newport PO30 1UD  
0830 – 1700 Mon-Thu, 0830 – 1630 Fri

#### Ryde Library

101 George Street  
Ryde PO33 2JE  
**This office is closed between 12:15 and 13:30**  
0900 – 1700 Mon-Tue, 0900 – 1700 Friday

### Privacy Notice

The Isle of Wight Council as the data controller, will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The council's Data Protection Officer can be contacted by:

Email: [dpo@iow.gov.uk](mailto:dpo@iow.gov.uk)

Post, by writing to: Data Protection Officer, Corporate Information Unit, County Hall, High Street, Newport, IW, PO30 1UD.

Personal information which you supply to the Isle of Wight Council is used to administer Housing Benefit, Local Council Tax Support, Blue Badge applications and to identify persons responsible for Council Tax, Non Domestic Rates, Business Improvement District Levy and any relevant and applicable reductions. Information may be shared with other departments within the Council in order to carry out these services as part of our statutory duty.

To read the full privacy notice and to find out whom we share information with, please click here <https://www.iow.gov.uk/documentlibrary/view/your-information>