

Revenues and Benefits Services
 PO BOX 238
 Newport
 PO30 9FP



Web: www.iwight.com/counciltax
 Tel: (01983) 823901
 Email: council.tax@iow.gov.uk

Care Leavers Council Tax Change in Circumstances

Part 1 – Your Details

First name

Surname

Date of Birth

Current address (if reporting a change of address please detail the address you are leaving)

.....

Post code.....

Date moved into the above address

Council Tax Reference number if known

Has a claim been made for Local Council Tax Support (**yes/no**)

If yes, please provide your claim reference number if known (this can be found on any letters from the Council's Benefit Service)

Have you moved to a new address (**yes/no**)

If no please move to Part 2

If yes, please confirm your new address:

.....

What date did your tenancy/ ownership start.....

What date did you move into this address

Please list all occupants aged 18 or over in the table below:

	Full name	Relationship to the property e.g. owner, tenant	Please tick if an individual is a Care Leaver of the Isle of Wight Council
1			
2			
3			
4			
5			

Are you or any other occupants cohabiting in the same household (**yes/no**).....

If Yes, please confirm which occupants are in a relationship:

.....
.....

Part 2 – Current Household Details

If there has been a change in the occupancy at your current address please detail the changes below:

Number of occupants aged 18 or over living in the property.....

Please list all other occupants in the table below – please only list those who are aged 18 years or more:

	Full name	Relationship to the property e.g. owner, tenant	Please tick if an individual is a Care Leaver of the Isle of Wight Council
1			
2			
3			
4			
5			

Are you or any other occupants cohabiting in the same household (yes/no).....

If Yes, please confirm which occupants are cohabitating:

.....
.....

Part 3 – Further Information

Are you liable to pay Council Tax at another address (yes/no)

If yes, please confirm the address below

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

If you are liable for Council Tax at more than one address, please confirm which address is considered to be your main home (a reduction can only be awarded to one property and will be applied to the address which is your main home)

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

Part 4 - Authority to contact the Isle of Wight Councils Children and Families Service

The Council Tax department is required to confirm that a person is defined as a care leaver for a reduction to be applicable. In order to do this the Council Tax department will contact the Isle of Wight Children and Family Services on your behalf so they can confirm you meet the criteria as a care leaver. We are unable to do this without your consent.

If we are unable to confirm you meet the criteria we will be unable to award a reduction under this scheme.

I authorise the Council Tax department to contact the Council's Children and Family Services on my behalf to confirm I am considered to be a care leaver as part of my application for a Council Tax reduction.

Signed..... Print Name..... Date.....

Part 5 - Declaration

I confirm the information I have provided in this application is true and accurate. I understand that any misinformation provided will result in any reductions awarded as part of this scheme being removed and may incur a penalty of £70.00. I agree to notify the Council Tax department with 14 days of any changes to the household that may affect any reduction awarded.

I am aware that if I make a false statement or withhold information in order to obtain a reduction, the council will ask me to pay any amount of Council Tax arrears that may arise.

Signed..... Print Name..... Date.....

**Please return this application by email to council.tax@iow.gov.uk or alternatively by post to
PO BOX 238, Newport, PO30 9FP**

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	Council.Tax@iow.gov.uk	Your 8-Digit Council Tax Account Reference
Housing Benefit	Housing.Benefit@iow.gov.uk	Your 2-5 Digit Benefit Claim Reference
Business Rates	Business.Rates@iow.gov.uk	Your 8 Digit Business Rates Account Reference
Blue Badges	Blue.Badge@iow.gov.uk	The First 6 Digits of your Blue Badge Number

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!

Council Tax	www.iwight.com/counciltax
Housing Benefit	www.iwight.com/housingbenefit
Business Rates	www.iwight.com/businessrates
Blue Badges	www.iwight.com/bluebadge

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:

<u>Council Tax</u>	<u>01983 823901</u>
<u>Housing Benefit</u>	<u>01983 823950</u>
<u>Housing Benefit Overpayments</u>	<u>01983 823605</u>
<u>Business Rates</u>	<u>01983 823920</u>
<u>Blue Badges</u>	<u>01983 823340</u>

For...
Council Tax, Benefits and Business Rates
Revenues and Benefits Services PO BOX 238 Newport PO30 9FP
Blue Badges
Blue Badges PO BOX 237 Newport PO30 9FN

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 is Helen Miles and can be contacted by email to dpo@iow.gov.uk, or by writing to, 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>