



Revenues
White Cliffs Business Park
Dover
Kent CT16 3PF

Telephone: **(01304) 821199**
Fax: **(01304) 872104**
DX: **6312**
Minicom: **(01304)820115**
Website: **www.dover.gov.uk**

Contact: Billing Section
Helpline: (01304) 872199
e-mail: **revenues@dover.gov.uk**

COUNCIL TAX – ADVICE OF TAKING OCCUPATION

Please use this form to notify that you have moved into a house in the Dover District Council area.

Address moved in to

.....

.....

Date moved in

Date that furniture was put into the property

Date of completion of purchase

Date lease commenced

If you have bought the house please provide your solicitor's name and address.
If you are renting please provide your landlord's name and address

.....

.....

.....

Details of the responsible person: Title Mr Mrs Miss

Forenames in full

Surname

Full names of other adult residents

.....

continued overleaf

Address moved from
.....
.....

Were you responsible for paying the Council Tax on the above property?

(Only relevant if it is within the Dover District Council area) Yes No

Date moved out
.....

Date sold/lease terminated *
*delete as necessary

Signed Dated

Please print your name

PLEASE COMPLETE AND RETURN THIS FORM AS SOON AS POSSIBLE

If you have any questions please contact the Council Tax Section on 01304 872199

If you wish to claim any discounts, reliefs or exemptions please complete the appropriate application form and return it with this one to the Council Offices as soon as possible