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CamdenCouncil Tax and Business Rates Division

Town Hall, Judd Street, London, WC1H 8NH

Phone enquiries to 020 7974 6470

Fax: 020 7974 6450 Textlink: 020 7974 6866

Email to: revenues@camden.gov.uk

Council Tax Enquiry Form

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| Name:  Flat: | 34 CHALK FARM ROAD  LONDON  NW1 8AJ |  | Issue Date:  Account Ref Number NEW TAX PAYER  Property Ref Number:  Re:  34 CHALK FARM ROAD  LONDON  NW1 8AJ |

**PLEASE FULLY COMPLETE AND RETURN WITHIN 3 WEEKS. IF YOU DON’T YOU COULD BE FINED £70.**

Information you supply is used to decide which adult(s) should pay the Council Tax bill. Request made under the provisions of Regulations 3 and 12 of the Council Tax (Administration and Enforcement) Regulations 1992.

**If Full Time Student: A CURRENT CERTIFICATE OF FULL TIME ATTENDANCE MUST BE ATTACHED FOR EACH RESIDENT WHO IS A FULL TIME STUDENT. Certificates of enrolment or student cards are not valid for Council Tax purposes.**

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| Occupier Details:   |  |  | | --- | --- | | If you are the tenant(s), date tenancy started:  (List tenant details overleaf). |  |  |  |  |  |  | | --- | --- | --- | --- | | Contact Details: | Tel: |  | Email: |  |  |  | | --- | --- | | Correspondence address, if different to above: |  |  |  |  | | --- | --- | | Previous Address, if you lived in Camden: |  |  |  |  | | --- | --- | | Previous Council Tax Account Number: |  | |

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| Owner/Landlord Details:   |  |  | | --- | --- | | Name and Correspondence address: | THE STAY CLUB / THE STAY ACADEMY LTD  46 FRAT MARLBOROUGH STREET, LONDON, W1F 7JW |  |  |  |  |  | | --- | --- | --- | --- | | Contact Details: | 0207 494 9000 |  |  |  |  | | --- | |  |  |  | | --- | |  | |

The information you provide in this part of the form will be used to decide whether you are entitled to a discount/exemption. **Please note that discounts for single adult occupiers or discounts/exemptions for empty properties will only be granted from the date of application.**

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| **Occupied Properties** – Please list ALL residents over 17 years old  Including you, how many people age 17 or over live in the property? □  How many of you are FULL TIME STUDENTS? □ | | | | |
| Name | Birthday  If 17 years of age | Date  Moved  In | STATUS  Enter  Number from list below | What is your status? eg Owner, Tenant or Other (specify Spouse/Partner, Son, Daughter etc) |
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**Number Status**

1. **Sole Adult Occupier of the Property (25% Discount Entitlement)**
2. **Full Time Student: A CURRENT CERTIFICATE OF FULL TIME ATTENDANCE MUST BE ATTACHED FOR EACH RESIDENT WHO IS A FULL TIME STUDENT. Certificates of enrolment or student cards are not valid for Council Tax purposes.**
3. **Carer**
4. **Disabled and property structurally adapted or wheelchair used indoors**
5. **Living in a care home**
6. **Long stay hospital patient - please provide/give details**
7. **Apprentice**
8. **Foreign Language Assistant**
9. **Member of Visiting Forces**
10. **In detention (except for non payment of council tax)**
11. **Severely Mentally Impaired**

Full details can be downloaded from Camden’s website: www.camden.gov.uk. You can get an application form by: telephoning 020 7974 6470, sending an email to revenues@camden.gov.uk or by writing to the address overleaf with the full details of your case.

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| **DECLARATION:** The information given on this form is correct.  I am aware that a penalty of £70 may be imposed under the following circumstances:-  1. If I fail to return this form or knowingly supply incorrect information. Reg.3 LGFA 1992 (SI 1992/613)  2. If I fail to notify the Council Tax Division immediately if there is a change to the number and/status of the residents in this property.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PRINT NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

DATA PROTECTION DISCLOSURE STATEMENT: Information supplied to us may be disclosed to other Council Departments or to other Local or Central agencies where allowed or required by Law.