

## COUNCIL TAX ONLINE –OWNER MOVING OUT OF UTTLESFORD

YOU DO NOT NEED TO REGISTER TO DO THIS

### Introduction

This guide provides a step by step instruction on how to use the Council Tax Online Service to report you have moved out of Uttlesford or have sold a property that was empty.

**Step 1** – go the Council Tax home page at <https://www.uttlesford.gov.uk/counciltax>

**Step 2** – select 'Manage your Council Tax online'



**Step 3** – select 'Tell us you have moved home'

## Tell us that you have moved home

If you are an owner or a tenant, you can tell us that you have either moved in, moved out or have moved from one address to another within the council's area.

▼ [View change of address options](#)

[I am moving into the district](#)

[I am moving out of the district](#)

[I am moving within the district](#)

**Step 4** – indicate if you are a person or an organisation and select ‘owner’, then select ‘Next’

## Moving out of the area

Are you a person or are you representing an organisation?

Organisation    Person

Are you a tenant or the owner of the property?

Tenant    Owner

[Next](#)

**Step 5** – input your name.

## Your details

Title

First name

Last name

[Next](#)

**Step 6** – provide at least one phone number and email (optional) and indicate if you want paperless billing – *in this example the vacating taxpayer has opted for paperless billing.*

Please provide at least one phone number

**Home telephone number**

  

**Work telephone number**

  

**Mobile telephone number**

  

**Email address**  
A confirmation email of this notification will be sent to this email address

  

**Confirm email address**

  

**Preferred method of contact**

Mobile telephone     Home telephone     Work telephone     Email

**Would you like paperless billing?**  
This is a free service

Yes     No

**Use email above as Ebilling contact?**

Yes     No

**Next**

**Step 7** – Enter your Council Tax account number, this can be found on your most recent bill. If you do not have a bill please contact us on 01799 510510.

## Old Address

Council Tax account number  
Please enter the first 8 digits, this can be found on your bill.

  

**Step 8** – indicate if you have sold the property and provide the date of sale and whether you moved out on the same date. If you did not, you will be asked to provide your date of vacation. Select 'Next'

**Are you or have you completed the sale of the property?**

Yes  No

**On what date did you complete the sale of the property?**  
For example: 03 07 2016



**Is the sale date also the date you are moving out?**

Yes  No

If you have moved out but not sold the property you will need to enter your date of vacation and state if the property is furnished or unfurnished as shown below.

**Have you completed the sale of the property?**

Yes  No

**What is the moving out date?**  
For example: 03 07 2016



**Is the property furnished or unfurnished?**

Furnished  Unfurnished

**Step 9** – Indicate if another adult is moving out with you .If so, a box ‘People who are moving with you’ will appear. Select ‘Add a record’. If no other person is moving then select ‘Next’ and go to Step 12. *In this example one other person is moving out.*

**Are all those who are named on the account moving out with you?**  
If you are the only named person on the council tax account or a sole occupier please select 'No'.

Yes  No

**People who are moving out with you. Please only list those named on your council tax account**

Please click on 'Add a Record' below to provide their details

Person \_\_\_\_\_

[Add a record](#)

**Step 10** – Enter the name and contact details for the other person and indicate if they are moving to the same address as you. If not you will be asked to supply their new address. Select 'OK'

**Title**  
 ▼

**First name**

**Last name**

**Home telephone number**

**Work telephone number**

**Mobile telephone number**

**Email address**

**Preferred method of contact**

Mobile telephone    Home telephone    Work telephone    Email

**Is this person moving to the same address as you?**

Yes    No

**Step 11** – The other person’s name will be added as shown below. If more people are moving with you select ‘Add a record’ for each person and their names will be added. Once all done select ‘Next’

**People who are moving out with you**

Person
Miss MAID MARION

[Change](#) [Remove](#)

[Add a record](#)

[Next](#)

**Step 12** - Indicate if anyone is remaining at the address. If ‘yes’ you will be asked to provide their details.

**Is anyone remaining at this address?**

Yes  No

[Next](#)

**Step 13** - State if you know the name or names of anyone who may be moving into the property you are leaving, you will need to ‘add a record’ for each person. If it is an organization you will be asked to provide their details.

For the address you are moving from, is anyone new moving in?

Yes  No

Is it a person or someone representing an organisation?

Organisation  Person

**People age 18 and over who are moving into the address**

Person
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[Add a record](#)

[Next](#)

If you do not know who the purchaser or new occupiers are please select 'no', you will then be prompted to supply the Estate Agents details who handled the sale of the property.

For the address you are moving from, can you provide details of either your solicitors or the estate agents who handled the sale?

If you haven't been able to provide the purchaser's details for 100 Winstanley Road, please can you provide the details of your solicitors or estate agents.

Yes  No

**Step 14** – enter your new address and select 'Next'

## What is your new address?

**Address**  
163 Walesby Lane  
New Ollerton  
NEWARK  
Nottinghamshire  
NG22 9UY

[Remove address](#)

**Step 15** – Any other information you would like to supply us can be written in the box. If you are completing the form on behalf of the Council Tax account holder you will be asked to provide your details.

### Other information

Anything else you would like to tell us about

Are you completing this application as the Council Tax account holder?

Yes  No

**Step 16** – tick the box to show that you agree with the declaration and select ‘Submit move details’. On this page you will also be able to upload any documents you think are necessary.

### Declaration

The information you have provided on this online application and from any supporting evidence provided will be used by Uttlesford District Council in order to update our records.

Your personal information may be shared with other departments within the council and our contractors where appropriate. We will only share the information that is necessary in order for the service to be provided to you.

Your information will also be shared where the council is under a legal obligation to do so, for example between our services and with other official organisations, such as the police and other government bodies.

Although it is not our intention to collect any other personal information and/or sensitive personal information (e.g. in respect of race or ethnic origin; political opinions; religious or similar beliefs; physical or mental health or condition; sexual history or orientation; trade union membership), you may provide information of this type inadvertently when completing any of our online forms.

Any sensitive personal information collected will be kept confidential and secure and will not be shared with any third parties unless you specifically ask us to do so.

You have the right to request access to personal information that the council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the council.

I/We declare that to the best of my/our knowledge and belief, the particulars shown on this form are true, accurate and complete and authorise the council to use this information for the above purposes.

I agree with the declaration statement above

See our [privacy policy](#) to find out how we will use the information.

The following message should appear.

## Your moving out of a property has been registered.

Thank you for your application

**What happens next?**

Your application has been passed to Uttlesford District Council to amend your details and a new bill will be issued shortly to reflect any changes. You will be contacted should we need any further information from you.

Done

[View, save or print your Moves application](#)