

COUNCIL TAX ONLINE – NEW TENANT MOVING INTO 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 purchased a property in Uttlesford.

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 that you have moved home’ and the ‘I am moving into the district’.

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 organization and then select ‘Tenant’ and click ‘Next’



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Revenues Online

Moving to 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

Step 5 – input your name.



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Your details

Title

First name

Last name

Step 6 – provide at least one phone number and an email and select your preferred method of contact. Also indicate if you want paperless billing.



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Your account details

Please provide at least two separate contact details

Home telephone number

Work telephone number

Mobile telephone number

Email address

Confirm email address

Preferred method of contact

Home telephone Work telephone Mobile telephone Email

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

Yes No

Please confirm that you wish to use the email above

Yes No

Next

Step 7 – Enter the postcode of the property and select ‘Find Address’.

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New address

Address
If you can't find your address (this could be due to reasons such as a new build) you can [Enter your address manually](#).
If you are unsure that who your council is you can [Check your council here](#).

CB11 4ER

[I don't know the postcode](#)

Step 8 – select the address from the drop down list and select ‘Next’.

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New address

Address
If you can't find your address (this could be due to reasons such as a new build) you can [Enter your address manually](#).
If you are unsure that who your council is you can [Check your council here](#).

1 New Property, Valuation Street, Saffron Walden
CB11 4ER

Step 9 – enter the start date of your tenancy and confirm if you moved in on the same day. If you moved in on a later date or have not yet moved in, additional or different questions will follow from those shown below.




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Tenancy details for 1 New Property

Tenancy start date




Is the tenancy start date also the date you are moving in?

Yes No

Is the property that you are moving into a new build?

Yes No

Step 10 – Indicate below your rental responsibility, state if cohabiting with a partner, if you or someone living with you is a student and if you have lived in Uttlesford previously. If you have lived here before additional questions will be asked to obtain the relevant address.



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More about you

Is the property your main home?

Yes No

What is your ownership or rental responsibility?

Freehold: You own the building and the land it stands on outright, in perpetuity. It is your name in the land registry as "Freeholder", owning the title absolute

Leasehold: A lease from the freeholder to use the home for a number of years. The leases are usually long term - often 90 years or 120 years

Tenant: A person who occupies land or property rented from a landlord

Licence to occupy: A resident who lives in the property and who is a licensee. This means that they are not a tenant, but have permission to stay there

Resident without agreement: Any resident living in the property, for example, living with parents

Are you married, cohabiting or in a civil partnership with another person within the dwelling?

Yes No

Are you a student or related to a student living at the property?

Yes No

Are you severely mentally impaired?

Yes No


Have you ever lived in the area before?

Yes No

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Step 11 – Indicate if any other person is or has moved in with you. If you answer 'Yes' a box entitled 'People who are moving in' appears. Select 'Add a record'

Note: If you are moving in alone go to Step 17 below



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Other people moving in to 1 New Property

Are there any other people moving in with you that will be jointly responsible for the Council Tax?

Yes No

People moving in with you

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

Person

[Add a record](#)

[Next](#)

Step 12 - Provide details of the other person, including contact number, their legal interest in the property, whether aged 18 or over and if lived in the area before. Then select 'OK'

Add a new record

Title

First name

Last name

Home telephone number

Work telephone number

Mobile telephone number

Email address

Preferred method of contact

Home telephone Work telephone Mobile telephone Email

Is this dwelling the person's main home?

Yes

No

What is this person's relationship to the dwelling?

Freehold: You own the building and the land it stands on outright, in perpetuity. It is your name in the land registry as "Freeholder", owning the title absolute

Leasehold: A lease from the freeholder to use the home for a number of years. The leases are usually long term - often 90 years or 120 years

Tenant: A person who occupies land or property rented from a landlord

Licence to occupy: A resident who lives in the property and who is a licensee. This means that they are not a tenant, but have permission to stay there

Resident without agreement: Any resident living in the property, for example, living with parents

Is this person married, cohabiting or in a civil partnership with a liable person within the dwelling?

Yes

No

Is this person a student or related to a student living at the property?

Yes

No

Is this person severely mentally impaired?

Yes


No

Has this person ever lived in the area before?

Yes

No

Step 13 - the box below will appear. If several adults have moved in with you select 'Add a record' and provide details for each person. When all added select 'Next'



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Other people moving in to 1 New Property

Are there any other people moving in with you that will be jointly responsible for the Council Tax?

Yes No

People moving in with you

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

Person

Mr Peter Piper [Change](#) [Remove](#)

[Add a record](#)

[Next](#)

Step 14 - If it is stated that people moving in are cohabitating as partners the box below will appear. Select 'Add a couple'–

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Relationship details

As you have told us that there are persons cohabitating within the property these people will now need to be added as a couple.

Relationship summary	
This person	Is the partner of
Add a couple	

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Step 15 -From the drop down show who persons are a couple then select 'OK'–

Add a couple

This person

Mr Peter Piper

Is the partner of

Ms Florence Nightingale

[OK](#) [Cancel](#)

Step 16 – the following box will appear. If there are several couples moving in select ‘Add a couple’ and provide details for each couple. When all added select ‘Next’


Relationship details

As you have told us that there are persons cohabiting within the property these people will now need to be added below as a couple.

Relationship summary			
This person	Is the partner of		
Mr Peter Piper	Ms Florence Nightingale	Change	Remove
Add a couple			

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Step 17 – Provide the details for the Landlord



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Landlord details for 1 New Property

For the address you are moving to, are you able to provide the landlord's details?

Yes No

Landlord's name

Uttlesford District Council

Landlord's address

Uttlesford District Council
Council Offices
London Road
SAFFRON WALDEN
Essex
CB11 4ER

[Search for another address](#)

Landlord's contact phone number


01799 510510

Landlord's email address

uconnect@uttlesford.gov.uk

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Step 18 – Indicate if you details of the Letting Agents.

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Letting agent details for 1 New Property

For the address you are moving to, do you have a letting agent?

Yes No


Step 19 – If known, provide an address for the previous residents.

Previous resident details for 1 New Property

For the address you are moving to, are you able to provide the previous resident's forwarding details?

Yes No

Step 20 (for people moving in alone) – if at Step 11 you stated that no other people were moving in with you the page below will be displayed asking if you wish to apply for a Single Person Discount

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Single person discount

Do you wish to apply for a single person discount?

Yes No

You are confirming that there are no other occupants over the age of 18, living in the property with you.

Step 21 – indicate if you would like your correspondence sent to the new address and provide any other information. Also indicate if you are completing the form as the account holder.

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Other information

Do you want the council tax bill and any correspondence sent to the new address?

Yes No

Anything else you would like to tell us about

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

Yes No

Step 22 – tick the box to show that you agree with the declaration and select ‘Submit move details’

New property details

Property address 1 New Property, Valuation Street, Saffron Walden, CB11 4ER

People's name(s) Ms Florence Nightingale, Mr Peter Piper

Documents in support

[Upload documents](#)

You can provide documents in support of the notification. Use the link to upload documents.

Filename	Type
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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.

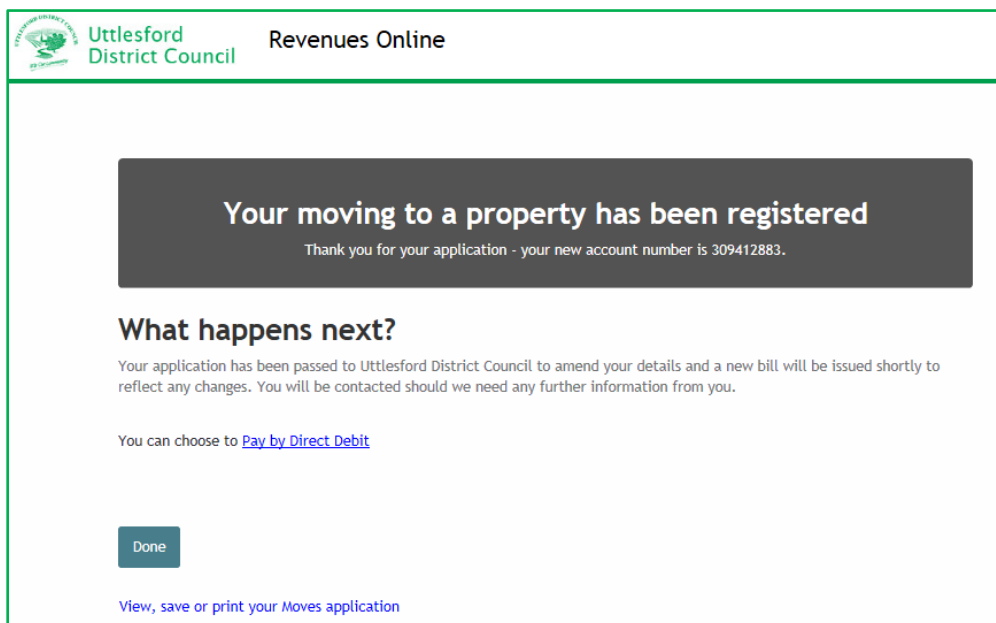
I/We declare that to the best of my/our knowledge and belief, the particulars shown on this form are true, accurate and complete and authorise the council to use this information for the above purposes.

I agree with the declaration statement above

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

Submit move details

The following message should appear advising you of the new account number and offering the option to set up a Direct Debit.



The screenshot shows the Uttlesford District Council Revenues Online interface. At the top left is the council logo and name. The main heading is "Revenues Online". A large dark grey box contains the message: "Your moving to a property has been registered" followed by "Thank you for your application - your new account number is 309412883." Below this, the section "What happens next?" explains that the application has been passed to the council to amend details and a new bill will be issued shortly. It also offers a link to "Pay by Direct Debit". At the bottom, there is a "Done" button and a link to "View, save or print your Moves application".

If for any reason a new account has not been created the information will be passed to the Council Tax Office to process and they will contact you if any more information or clarification is needed.