

COUNCIL TAX ONLINE – TENANT 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, as a tenant, have moved out of 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 you have moved home ...' and 'I am moving out of 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 organisation and select ‘Tenant’, 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

Please select

First name

Last name

Next

Step 6 – complete the contact details (minimum two required)

Please provide at least two separate contact details

Home telephone number

Work telephone number

Mobile telephone number

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

Next

Step 7 – Add your Council Tax Account number.


Old Address

Council Tax account number

Next

Step 8 – supply the date your tenancy ends and, if different, your date of vacation. Select 'Next'

On what date does the tenancy end?
For example: 03 07 2016



Is the tenancy end date also the date you are moving out?

Yes No

Next

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

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](#)

[Next](#)

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'.

Add a new record

Title

First name

Last name

Home telephone number

Work telephone number

Mobile telephone number

Email address

Is this person 18 or older?
 Yes No

Is this dwelling the person's main home?
 Yes No

What type of property responsibility does this person have?

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

Step 11 - 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

People who are remaining at this address. Please only list those named on your council tax account

Person
<input type="text"/>

[Add a record](#)

Step 12 - Provide name and contact details for the landlord and/or letting agents if you know them –

Do you know the landlord's details?

Yes No

Landlord's name

Landlord's address

[I don't know the postcode](#) [Enter an address manually](#)

Landlord's contact phone number

Landlord's email address

[Cancel](#)

Step 13 - Enter your new address-

Address

[I don't know the postcode](#) [Enter an address manually](#)

I don't know the new address

Step 14 – add any information that might be relevant.

Other information

Please check the form

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

Anything else you would like to tell us about

Are you completing this application as the Council Tax account holder?
A value must be supplied

Yes No

Step 15 – tick the box to show that you agree with the declaration and select ‘Submit move details’

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](#)