COUNCIL TAX

SOLE OR MAIN RESIDENCE QUESTIONNAIRE

Liability to pay council tax and entitlement to some discounts is based on the whereabouts of the 'sole or main residence' of the household. If you wish to challenge whether an address in Waverley is your sole or main residence please complete and return the attached questionnaire.

If you have a partner please ensure a separate questionnaire is completed by each of you in order to provide a more complete picture of your circumstances.

Once completed this form should be returned to:

Resources Department

Waverley Borough Council

Council offices

The Burys

Godalming

SURREY

GU7 1HR

Do not fill in this form unless you pay council tax for at least one of the properties in Waverley.

	Under the data protection Act Waverley Borough Council is a Data Controller and you are a data subject. Information gathered for the administration of council tax may be disclosed to other services within Waverley Borough Council to improve working practises and delivery of services for which it is responsible. Information may also be disclosed to other Local Authorities, Police & Crime Commissioners and Government Departments. In addition, the Council may use information from these sources for the administration of council tax. A copy of the Council's Fair Processing Notice regarding council tax is available at www.waverley.gov.uk/council tax

COUNCIL TAX – SOLE OR MAIN RESIDENCE

Liability to pay the council tax and entitlement to a single occupier discount in the council tax payable is based upon where an individual has their 'sole or main residence'.

This important phrase is not defined in the council tax legislation but it may be understood to mean the dwelling that a reasonable onlooker, with knowledge of the material facts, would regard as that person's home at the material time.

Time spent at an address is not an overriding factor but the Council will consider a range of relevant factors, including:

- An intention to return
- The period of and reason for the absence
- The legal interest in each dwelling
- The security of tenure in each dwelling
- The whereabouts of personal belongings
- The place where the spouse and children, if any, reside and
- The registration of the taxpayer for dental, medical, banking and electoral purposes.

To help the Council reach a decision on your enquiry please complete and return the sole or main residence questionnaire to the resources department. Waverley Borough Council, The Burys, Godalming, Surrey, GU7 1HR. The whereabouts of a person's sole or main residence may be indicated by the whereabouts of a partner's residence, so if you have a partner please ensure you both complete a separate questionnaire.

COUNCIL TAX - SOLE OR MAIN RESIDENCE QUESTIONNAIRE

Please complete this questionnaire as fully as possible in order that the Council can make the correct decision in your case without delay.

Your full name.....

Council tax account number:……..

1. About your address in Waverley Borough (address 1)

(a)Address of property.....
.....
(b) When did you first live here?.....
(c) How much time do you spend here?.....
(d) How regularly do you return?.....
(e) What title to the property do you have?
e.g. do you own the property or rent it. Please indicate if title is shared.
.....
(f) If you do not have title, on what terms do you occupy?
e.g. are you a lodger or is the property provided by an employer.....
.....
(g) Does anyone else live there?.....
(h) For what purpose do you use the property?
e.g. family home, holiday home, base from which to work.....
.....
……

2. About your other address (address 2)

(a) Address of property .....
.....
(b) If this property is in the United Kingdom, please give the name and address of the local authority in whose area the property is situated, with a billing or account number. If possible…….
…….
……..
(c) When did you first live here?.....
(d) How much time do you spend here?.....
(e) How regularly do you return?.....
(f) What title to the property do you have?.....
(g) If you do not have title, on what terms do you occupy?.....
(h) Does anyone else live there?.....
(i) For what purpose do you use the property?.....
……..
……..

3. Permanence of residence

Do you intend to return permanently to one of these addresses? If so, please show which one and explain why.....
.....
.....
.....

4. About you

a) Where is your main place of employment?.....
.....

b) Is it a condition of your employment that you live in a particular place? Yes/No
If yes, where are you required to live?.....
.....

(c) Where do you keep the majority of your possessions?.....
.....
.....

5. Contacts in Waverley

Family (where relevant) -

(a) Where are your children educated?.....
.....

(b) Where does your partner keep the majority of his/her possessions?.....
.....

(c) Where are jointly owned possessions, such as furniture, kept?.....
.....

(d) At what address are you shown on the Register of Electors?.....
.....

(e) In which town is your general Practitioner based?.....

(f) In which town do you bank?.....

Signed..... **Date**……

If you have completed the questionnaire on behalf of someone else, please state your name in block capitals.....

If you feel that the questionnaire has not brought out any points that you feel are important please add them below. Also please say where you believe your home to be and why
.....
.....
.....
.....
.....
.....
……..
……

Thank you for taking the trouble to complete the questionnaire.

Please now return it to
Resources Department, Waverley Borough Council, Council Offices, The Burys, Godalming, Surrey GU7 1HR