



**NORTH WARWICKSHIRE BOROUGH COUNCIL
THE COUNCIL HOUSE, SOUTH STREET,
ATHERSTONE, WARWICKSHIRE, CV9 1DE**

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Date of Issue:

Issued By

Account No:

NOTIFICATION OF DEATH FORM

The Council understands that endless form filling at a time of bereavement can be very distressing. We are sure you will understand, however, that there are details we need to know to ensure that our records are amended speedily and accurately. To minimise the number of forms sent to you from the Council, we have incorporated questions relating to various sections within this one form. Please take the time to complete the form as fully as possible to reduce the need to contact you further, and return it in the envelope provided. We will also need a copy of the death certificate. Thank you.

1) PLEASE GIVE THE NAME AND ADDRESS OF THE EXECUTORS OR PERSON DEALING WITH THE ESTATE OF THE DECEASED PERSON.

2) FULL NAME OF THE DECEASED PERSON:

3) DATE OF DEATH:

4) ADDRESS OF FORMER MAIN RESIDENCE OF DECEASED:

5) BENEFITS. WAS THE DECEASED PERSON IN RECEIPT OF (PLEASE DELETE AS APPROPRIATE) :

Council Tax Benefit: Yes/No Housing Benefit: Yes/No Rent Allowance: Yes/No

6) IF YOU ARE REMAINING RESIDENT IN THE PROPERTY STATED AT (4) ABOVE AND ARE LIABLE TO PAY COUNCIL TAX, YOU MAY BE ENTITLED TO A REDUCTION OR DISCOUNT, DEPENDING ON YOUR CIRCUMSTANCES. IF YOU WISH TO APPLY FOR ANY OF THE FOLLOWING, PLEASE TICK THE BOX AND AN APPLICATION FORM WILL BE SENT TO YOU.

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|--|--------------------------|--|
| Council Tax Benefit | <input type="checkbox"/> | This is based on the level of your income / savings. |
| Housing Benefit / Rent Allowance | <input type="checkbox"/> | This applies to rented properties and is based on the level of your income / savings. |
| Council Tax Sole Occupancy Discount | <input type="checkbox"/> | This applies to properties with only one resident aged 18 or over. |
| Council Tax Disablement Reduction | <input type="checkbox"/> | This applies to properties which have been adapted in some way to help With the needs of a disabled person who is resident in the property. |

7) A COPY OF THE DEATH CERTIFICATE IS REQUIRED. PLEASE TICK THE APPROPRIATE BOX BELOW.

- A copy of the death certificate is enclosed
- A copy of the death certificate will be sent to North Warwickshire Borough Council's Tax section within 7 days.

8) IF THE PROPERTY REFERRED TO AT QUESTION (4) IS OCCUPIED, PLEASE READ THE ENCLOSED GUIDANCE NOTES, THEN LIST BELOW ALL CURRENT RESIDENTS AGED 18 OR OVER, INDICATING WHO IS/ARE THE PERSON(S) LIABLE TO PAY COUNCIL TAX (CT). CERTAIN PEOPLE MAY BE DISREGARDED FOR COUNCIL TAX DISCOUNT PURPOSES. IF, AFTER READING THE GUIDANCE NOTES, YOU FEEL THAT ANY RESIDENT MAY BE DISREGARDED, PLEASE GIVE THE REASON. (CONTINUE ON A SEPARATE SHEET IF NECESSARY.) A DISREGARD APPLICATION FORM WILL THEN BE ISSUED FOR FURTHER DETAILS.

Forename(s)	Surname	Date of moving in	Liable for CT?	Reason to be disregarded
			Yes / No	
			Yes / No	

9) IF THE PROPERTY IS UNOCCUPIED, PLEASE GIVE THE DATE ON WHICH ALL FURNITURE WAS / WILL BE REMOVED:

10) PLEASE TICK A BOX TO SHOW IF THE PROPERTY WAS:	Owned by the deceased person	<input type="checkbox"/>	Go to question 11
	Privately rented	<input type="checkbox"/>	Go to question 12
	Rented from the Council	<input type="checkbox"/>	Go to question 13

11) PROPERTY OWNED BY THE DECEASED PERSON. IF AVAILABLE, PLEASE GIVE THE DETAILS BELOW.

Ownership of the property has passed / will pass to (name and address):	On (date):
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Is it intended that the property will be:

- a) Sold? Please give estate agent's details
- a) Rented out? on a furnished / unfurnished basis (delete as appropriate) from (date):
- a) Left unoccupied? and furnished / unfurnished (delete as appropriate)
- a) Other? Please give details

12) PROPERTY PRIVATELY RENTED BY THE DECEASED PERSON.

Owner's / agent's name and address:	Tenancy end date:
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13) PROPERTY RENTED FROM THE COUNCIL.

Has the key been returned to the Council? Yes/No (delete as appropriate)

When do you want the tenancy to end? Yes/No (the property must be cleared of furniture and key returned by this date)

Do you wish to apply for the tenancy to be transferred to another remaining resident? Yes/No

If so, please give the full name(s) and relationship to the deceased person.

Forename(s)	Surname	Relationship

**14) Did the deceased person own any other properties within the North Warwickshire area?
If so, please give details?**

DECLARATION:

I declare that the information given above is correct to the best of my knowledge, and undertake to advise North Warwickshire Borough Council within 21 days of any future changes to the information given. I will also advise of the date on which probate is granted or letters of administration are made, when known.

Signed :

Date :

Full Name :

Tel: – Day:

Evening:

e-mail:

COUNCIL TAX GUIDANCE NOTES

LIABILITY

There is one Council Tax bill for each dwelling, whether it is a house, bungalow, flat, maisonette, mobile home or houseboat, and whether it is owned or rented. To work out who has to pay for your home (or “dwelling”), look down the list in the box below. As soon as you reach a description which applies to someone in your home, they will be responsible for the bill (and will be the “liable person”).

- A) A resident freeholder (so for owner-occupied property the owner is liable)
 - B) A resident leaseholder (this includes assured tenants under the Housing Act 1988)
 - C) A resident statutory or secure tenant
 - D) A resident
 - E) The owner (this applies where the dwelling has no residents)
- A “resident” is a person of 18years or over who lives in the dwelling as their main home.**

In some cases, more than one person is responsible for seeing that the bill is paid. People who are joint owners or joint tenants are jointly liable. Generally, husbands and wives of people who are liable are jointly responsible for paying the bill if they live in the same dwelling. This also applies where a man and woman are living together as husband and wife. A person who is severely mentally impaired will not be jointly liable.

DISCOUNT DISREGARDS

The following categories of adult residents may be disregarded for Council Tax purposes:

- a) school, university or college students
- b) students’ spouses or dependants who are not British citizens
- c) student nurses
- d) apprentices
- e) YTS trainees
- f) care workers
- g) severely mentally impaired people
- h) persons in detention
- q) diplomats
- i) persons in respect of whom Child Benefit is payable
- j) school leavers
- k) hospital patients
- l) patients in nursing or care homes
- m) residents of hostels
- n) members of religious communities
- o) members of International HQs or defence organisations
- p) members of visiting forces

Their names must, however, be shown in question 8, with an indication of the type of disregard applicable.