



SOLE OR MAIN RESIDENCE QUESTIONNAIRE

Liability to pay council tax and entitlement to a single occupier discount 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 medical and electoral purposes.

If you disagree with the Council's decision you may appeal to an independent body - the Valuation Tribunal.

There have been a number of appeals to the Valuation Tribunals, and to the High Court, on this question and which have been reported. The questions contained in the enclosed questionnaire have been found relevant at Tribunals throughout England and Wales and will, I hope, provide the information needed for the Council to make a fair decision.

The information you give will be treated as confidential except that it may be used at a Valuation Tribunal should you make an appeal to the Tribunal. Please complete, and return, the questionnaire to Local Taxation, Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP or via email to localtaxation@rutland.gov.uk

Council Tax Account Number:

A. About your address in Rutland

Your full name	
Address of the property	
When did you move in here?	

How much time do you spend here and why do you spend time here?	
How regularly do you return?	
What title to the property do you have? e.g., do you own or rent the property, and if so if this is shared?	
If you do not have title, on what terms do you occupy? e.g., are you a lodger, provided by your employer	
Does anyone else live here/share the same title as you do? e.g.; your partner, children	
For what purpose do you use the property? e.g.; family home, holiday home, base for work	

B. About your other property

Address of the property	
When did you move in here?	
How much time do you spend here and why do you spend time here?	
How regularly do you return?	
What title to the property do you have e.g. do you own or rent the property, and if so if this is shared	
If you do not have title, on what terms do you occupy? E.g. are you a lodger, provided by your employer	

Does anyone else live here/share the same title as you do? e.g.; your partner, children	
For what purpose do you use the property? e.g. family home, holiday home, base for work	

C. Permanence of residence

Do you intend to return permanently to one of these addresses? If so, please say which one and why	
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D. About you

Where is your main place of employment?	
Is it a condition of your employment that you have to live in a particular place to carry out your job? If yes, where are you required to live	
Where do you keep majority of your possessions?	

E. Your connection with Rutland

If relevant: if the question isn't applicable to you, please answer 'n/a'	
Where do your children live and attend school?	
Where are jointly owned possessions, such as furniture kept?	
At what address are you shown on the Register of Electors?	
At which General Practitioners (GP) surgery are you registered at?	

F. Any other information you wish to provide

Please tell us about anything else that you think is important for us to know about.

Also, please say where you believe your home is and why?

We may need to ask further questions if we need clarification or if any answers are incomplete or if we need to see documents to support your answers.

We will then write to you when we have made a decision, this should usually be within 10 working days.

Your declaration

I understand the following:

I declare that the information I have given on this form is correct and complete. If I give information that is incorrect or false you may impose a civil penalty of £70.

I must notify you of a change in my circumstances which might affect any discounts, reductions and exemptions that I receive, within 21 days of the change happening.

Signature:

Date:

Contact Information

Please provide your contact details in case we need to contact you about your application.

You do not have to provide your details but it will help us to contact you quickly if we have a question about your application or Council Tax Account.

Phone:

Email:

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to dataprotection@rutland.gov.uk or by writing to us at **Data Protection, Catmose House, Oakham, Rutland LE15 6HP**

Your information will be used so that we can administer your council tax account and collect council tax from you in accordance with the requirements of the Local Government Finance Act 1992 (and any subsequent legislation and regulations which apply)

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share it with other local authorities, civil enforcement agents and other organisations to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for seven years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.