



Oadby and Wigston Borough Council

Write to us at: Council Tax Team,
Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

Telephone: (0116) 288 8961 **Email:** revenues@oadby-wigston.gov.uk

Website: www.oadby-wigston.gov.uk

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Date of Issue:	
Please Return By:	
Reference No:	

Notification of death of liable person

By completing this form our Council tax records will be updated and an exemption will be granted if appropriate.

Notes

If the property remains occupied by someone else after the death of the deceased person please complete parts 1, 2, 5 and 6 of this form.

If no one has occupied the property since the date of death please complete parts 1, 3, 4, 5 and 6 of this form.

Part 1 – Key information

Property address:

Post Code:

Surname of deceased person:

Forename(s) of deceased person:

Date of death:

Important - Please return this form with a copy of the death certificate

Part 2 – Information about occupied properties

Notes

If the property remains occupied please give the name(s) of the person's resident in the property to which the new Council Tax bill should be issued. The Council Tax bill is normally issued to the spouse/ partner of the deceased if they remain resident. If you have any questions about who is liable for Council Tax then contact us for advice.

Use the following boxes to tell us about any adults(over 18 years's of age) who still live in the property:

Title	Full Name	Owner or Tenant
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If there is only one adult listed above then tick this box to apply for a 25% Council Tax discount?

Part 3 – Information about unoccupied properties

Was the property rented by the deceased person? Yes No

If you answered 'yes' above then go to part 4 of this form. If you answered 'no' then complete the rest of part 3 below.

Was the deceased person (in part 1) the sole owner of this property? Yes No

If you answered 'no' to the above question the please tell us the names and addresses of any other joint owners in the space below:

Title	Full Name	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

If there are more than two owners then use the space in part 6 to tell us about the extra information.

Has the PROPERTY been left in the will to named persons? Yes No

If you answered yes to the above question, then tell us know the names of the persons the property has been left to in the will. They will become liable from the date that assent is given transferring the property to them by the executor(s).

Title	Full Name	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has the furniture been removed from the property? Yes No

If you answered 'yes' to the above question, then tell us the date the property became substantially unfurnished.

Will an application for probate or letters of administration be made? Yes No

Part 4 – Information about rented properties

Was the deceased person granted a tenancy agreement for 6 months or more when they started the tenancy? Yes No

If you answered 'yes' to the above question, then tell us the date the tenancy is due to end.

Important – If the tenancy was a life tenancy, then write LIFE in the box above.

Please use the spaces below to tell us the name and address of the landlord or owners of this property:

Title	Full Name	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has the furniture been removed from the property? Yes No

If you answered 'yes' to the above question, then tell us the date the property became substantially unfurnished.

Part 5 – Information about the executor

Notes

Use the spaces below to tell us about who is acting as executor for the deceased person. If there are more than two executors then use the 'other information' space in part 6 to tell us about additional executors.

Title	Full Name	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 6 – Declaration and other information

Use the space below to tell us about any other information:

Please read this declaration carefully before you sign and date it.

- **I declare** that the information I have given on this statement is correct and complete.
- **I understand** that if I give information or evidence that is false, misleading or incomplete that I will be required to repay any Council Tax due and that you may take action other against me, this may include the issue of a penalty notice or court action.
- **I agree** that you can use this information to work out any Council Tax liability and that you may share this information with other Government bodies where the law allows it.

Signature: Date:

What is your relationship to the deceased person?

It is useful if you can provide us with a daytime telephone number where you can be contacted

Data Protection Statement

The Council will process and store your data in accordance with the Data Protection Act 1998 and within the General Data Protection Regulations 2018.

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the departments privacy notice. These are available for inspection at: www.oadby-wigston.gov.uk/pages/privacy