



Bedford Borough Council

Borough Charter granted in 1166

Email: localtax@bedford.gov.uk
Web: www.bedford.gov.uk

LOCAL TAXATION OFFICE
BOROUGH HALL, CAULDWELL STREET
BEDFORD MK42 9AP
Telephone Bedford (01234) 718097

For Office Use LSOLE
PROPREF
PIN

Council Tax – Second Home Questionnaire

The full Council Tax liability is based on two or more adults being solely or mainly resident in a dwelling. If you are paying Council Tax for another address because you are required to live at that particular property by reason of your employment and the property is provided to you by your employer you may be entitled to a 50% discount. In this case please provide full details to accompany the completed questionnaire.

Sole or main residence is not defined in statute but has been considered by Valuation Tribunals and the High Court who have established the following factors which should be considered by the Council when making sole or main residence determinations: - time spent at each dwelling; where possessions are placed; where immediate family reside; interest in property; intention to return.

Each case will be considered on its own merits in accordance with the above factors and similar cases which have been heard by Tribunals and the High Court. Completion of this questionnaire will enable the Council to make a considered determination of the sole or main residence of the applicant. Please return the completed questionnaire, with any supporting documentation that is available, to the Local Taxation Office at the address shown above.

Your Full Name

Your address within the area of Bedford Borough Council

What date did you first purchase/occupy this property?

From what date do you wish to claim the discount?

How much time do you spend there?

Which of the following best describes your interest in the property? (please tick one)

Owner Tenant Other (please give details) _____

Does anyone else live at this address? Yes No

If YES, please provide their full name and relationship to you

What is the main reason for occupying this property?

Family Home Base for Work Holiday Home

Other (Please give details) _____

Your Other Address(s)

Name of Local Authority you pay the Council Tax to (if not Bedford Borough Council) and your Council Tax reference number

Continued Overleaf.....

How much time do you spend there?

Which of the following best describes your interest in the property? (please tick one)

Owner Tenant Other (please give details) _____

Does anyone else live at this address? Yes No

If YES, please provide their full name and relationship to you

What is the main reason for occupying this property? (please tick one)

Family Home Base for Work Holiday Home

Other (Please give details) _____

About You

Where is your main place of employment?

At which address are most of your possessions kept?

Where does your partner live and keep the majority of their possessions?

Do you intend to return permanently to one of the above addresses? Yes No

If YES, which one and when?

If you consider that one property is your sole or main residence, please state which and give details as to why below

Any other information you wish to provide

Declaration

As far as I know the information I have given is accurate and true. I understand that to supply false information may result in prosecution.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information given.

I undertake to notify the Local Taxation Office when the property is occupied by a person as their sole or main residence. I understand that failure to do so, within 21 days, may result in a penalty being incurred by me.

Your Signature _____

Date _____

If you are signing on behalf of the applicant please state your full name in capitals

Daytime Telephone Number _____

(you do not have to give a telephone number but it would be helpful in case clarification is needed).