

## Citizens Access - Revenues user guides

### Register for Council Tax

This guide shows you how to create a Council Tax account and let us know that you need to start paying Council Tax. In this guide, we'll call the property you're moving into the 'new property'.

If your property is a new build, you'll need to contact us to register for Council Tax. **You cannot do it online.** Call 01642 726006 and an advisor will help you. Once your property is registered, you can use the online service to manage your account.

Please note, the only difference on the forms, when you select either owner or tenant, is that if you're a tenant, you'll be asked for the landlord's details (name/address).

Under 'Tell us that you have moved home' click on view notification options to open up the different options, then click on 'I am moving into the Borough of Middlesbrough...'

### Tell us that you have moved home

If you are an owner or a tenant, you can tell us that you need to be registered for council tax in Middlesbrough, or that your existing account needs to be closed.

▼ [View notification options](#)

[I am moving into the Borough of Middlesbrough, have acquired a dwelling in it, or need to be registered and don't have an account.](#)

[I am moving from Middlesbrough to another local authority area, have sold a dwelling in Middlesbrough and/or don't need a new account in Middlesbrough](#)

[I am moving within Middlesbrough and need to update an existing account, and create an account for my new home](#)

[Click here to retrieve a previously saved notification](#)

The first question will be whether you're the owner of the new property or moving into the property as a tenant. Choose which applies to you, then enter your name on the next page. You'll then be asked for your contact details and your preferred way for us to contact you.

When you click next, you'll see the screen below. Enter the postcode for the new address and click 'Find address'. This should give a list of properties with that postcode – choose the right address. If you do not know the postcode, click on 'I don't know the postcode' option, and you can manually input the address. Once done, click next.

## New address

### Address

If you can't find your address (this could be due to reasons such as a new build) you can [Enter your address manually](#). If you are unsure that who your council is you can [Check which council here \(opens in a new window\)](#).

[I don't know the postcode](#)

 I don't know the new address

The next page asks you for the date you purchased the property/the date your tenancy starts, and the moving in date. You can enter the dates manually or click on the calendar to select the date.

If you're a tenant, you'll also be asked for a tenancy end date.

## Tenancy details for [REDACTED]

On what date does the tenancy start?



Is the tenancy start date also the date you are moving in?

Yes  No

What is the end date of your tenancy?

You will be liable for council tax to at least this date, unless the landlord agrees an early end date for which you will need to then send us evidence.

Next

You'll then be asked to confirm your status in the property.

## More about you

Is the property your main home?

Yes  No

What is your ownership or rental responsibility?

- Freehold:** You own the building and the land it stands on outright, in perpetuity. It is your name in the land registry as "Freeholder", owning the title absolute
- Leasehold:** A lease from the freeholder to use the home for a number of years. The leases are usually long term - often 90 years or 120 years
- Tenant:** A person who occupies land or property rented from a landlord
- Licence to occupy:** A resident who lives in the property and who is a licensee. This means that they are not a tenant, but have permission to stay there
- Resident without agreement:** Any resident living in the property, for example, living with parents

Are you married, cohabiting or in a civil partnership with another person within the dwelling?

Yes  No

Are you a student or related to a student?

Yes  No

Have you ever lived in the area before?

Yes  No

Next

The next page asks if there are other people (aged 18 or over) moving into the property with you.

If not, select no and continue. You'll be asked later to claim Single Person Discount.

If yes, select yes then 'Add a record'. Enter their name, contact details, and status in the property.

Other people moving in to

Are any other people moving into the property with you?

Yes  No

People who are moving in

Person

Add a record

Next

If you're a tenant, the next page will ask you to provide the details (name/address) for the property's landlord. Enter these if you know them, then continue.

You'll then get to the screen below. If you're not moving into the property straight away, you can change your contact address for the bill to be sent to. If this is the case, choose no for 'Do you want the council tax bill and any correspondence sent to the new address?' Add the address you'd like the bill to be sent to. You can then enter any other information you feel necessary in the text box.

## Other information

Do you want the council tax bill and any correspondence sent to the new address?

Yes

No

Anything else you would like to tell us about

Next

When you're done, you'll be shown the summary screen. At this stage you can upload documents if needed (for example, your tenancy agreement). If you're happy with the information given, click 'agree' to the declaration and submit the changes.

## New property details

Property address

People's name(s)

## Documents in support

[Upload documents](#)

You can provide documents in support of the notification.

For privately rented property, please upload the agreement made with the landlord or agent.

Use the link to upload documents.

Filename

Type

## Declaration

The information you have provided on this online application and from any supporting evidence provided will be used by the council in order to update our records. The information will be held securely by the council and will be treated as confidential except where the law required it to be disclosed. The council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share our information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

You have the right to request access to personal information that the council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the council.

I/We declare that to the best of my/our knowledge and belief, the particulars shown on this form are true, accurate and complete and authorise the council to use this information for the above purposes

I agree with the declaration statement above