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# Tell Us About A Change

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## Tell us about a change at your property

[Register or sign in to your portal account for a better experience](#)

Let us know if you change your address (this includes your billing address) so you pay the right amount of Council Tax.

Please have the following details to hand:

- Your Council Tax reference number
- The completion date(s) of any property sold or bought
- The name of the person who has bought your previous property
- Your solicitor's details, if relevant
- Your tenancy start and end dates, if renting
- Your landlord's or managing agent's details, if renting

If you register for an account you can also sign up to receive electronic bills, view your instalments and any documents previously sent to you, and you can also arrange to pay your bills by Direct Debit.

[Register or sign in to your portal account](#)

## If you are moving from one Blackpool property to another

If you are moving in or out of Blackpool you will need to provide the following information:

- The address of your current property
- The address of the new property you will be moving to
- The date of your move
- The names of any adults who will be living at the property

Please do not notify us of a change of address more than 14 days before you are due to move.

[Tell us about your move](#)

## If you are moving in or out of Blackpool

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Please do not notify us of a change of address more than 14 days before you are due to move.

If you are unsure whether Blackpool Council is responsible for collecting Council Tax at your new address, please check the [Valuation Office Agency's](#) website.

### **Tell us about your move**

## Changes to your household

If there has been a change to your household - possibly where an adult has moved in or out, then you can report this today.

You will need to provide the following information:

- The current address you live in
- The name of the person move into your property or leaving
- The date they moved into or out of your property
- Their forwarding address if they have left

### **Tell us about your change**

## Changes of tenant at your property

If there has been a change of tenant then please notify us today.

You will need to provide the following information:

- The address of your property
- The names of your tenants
- The tenancy start or end dates and the date they moved into (or out of) the property (if different)
- Whether the property is currently empty and/or furnished
- The forwarding address of the tenant if they have left

### **Tell us about your change**

## Notify us of a death

We need to know about a death so we can update the Council Tax account.

We will deal with the information sensitively.

We will help with Council Tax arrangements:

- If you are now the only adult in the household, we will give you a single person discount
- If the person was an owner-occupier who lived alone, you can apply for an exemption for the property from Council Tax until it's occupied again, or until probate is granted. However, charges may become payable after six months
- If there is any refund due we will pay to the executors of the estate
- If there is any money outstanding we will send a bill to the executors of the estate, who can contact us to discuss a suitable payment plan
- If the household is claiming Housing Benefit and/or Council Tax Reduction we will adjust the claim as necessary

Please notify us [via our dedicated advice page](#).

## Discounts, exemptions and reductions

You can also advise of any changes to your property, including empty periods, children reaching the age of 18, children attending further or higher education or changes to your finances. These are:

- [Discounts - including single person discount for living alone](#)
- [Exemptions - including where the property has fallen empty, or the property is fully occupied by qualifying students](#)

- [Reductions - where you seek assistance due to a change in your household income](#)

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### Blackpool Council

Municipal Buildings  
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Blackpool  
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