

Home > Residents > Council tax > **Change tax payer**

# Change tax payer or household details

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Please tell us as soon as possible if the name of the person responsible for paying council tax at your address changes or if another person joins the household.

## Change The Tax Payer / Household Details

You need let us know the new details of the person on the council tax **change of address form**.

## Before you start

To save time please have the following details ready before completing the form:

- Full postal address for your property
- Full names of those affected by the change
- Date of the change

We aim to change your details and send you a notice within 10 working days.

## What to do in the event of a death

It is understandable that notifying the council tax office when someone has died will take second place to the many other arrangements that have to be made.

As soon as possible, a relative, friend or solicitor of the deceased should inform the council tax office about the death of an occupant of a property

Please read below and then you can complete our online notification form.

## What information do we need when someone dies?

You need to let us know:

- The name of the deceased persons and the date they died
- The address where they lived and
- Whether a Single Person Discount is now required.

If the deceased was a council tax payer we will need the following information:

- The names and addresses of any executors to the will of the deceased person
- The name and address of an appointed solicitor if you wish the council to deal direct with a solicitor

## Unable to provide all of this information?

There is no need to worry. If you are providing this information only a short time after a person's death you may only be in a position to give their name and address.

Further information can always be provided once it is known.

## How the council tax will be affected by the death of an adult occupant

When a property had been occupied by a single person, who either owned or rented the property and that person dies, the property is exempt from council tax payment for as long as it remains unoccupied, and until probate is granted.

Following a grant of probate, a further **6 months exemption** is possible as long as the property remain unoccupied and has not been sold or transferred to someone else.

It is important that the executor(s) keep the council tax office informed of:

- The date probate is granted
- Details of the transfer or sale of the property or the end date of the tenancy
- When the estate is settled

During this time the council may contact the executors periodically to review entitlement to the exemption.

6 months from the date probate is granted the **full council tax** will be due to be paid by the executors of the estate.

When a property was previously occupied by two adults the council tax charge might have been in both names or only in the name of one of the occupants.

Providing only one person continues to live in the property we will transfer the council tax name solely into their name and grant a **25% sole occupier discount**.

[Notify Us About A Death](#)

## Council Tax Reduction Scheme

If you have been claiming council tax reduction as a couple, it may mean that you will need to make a claim in your own right.

[↑ Back to top](#)



### Residents

Advice-and-support  
Benefits  
Blackpool-Illuminations  
Council-tax  
Education-and-schools  
Health-and-social-care  
Housing  
Libraries-arts-and-heritage  
Life-events  
Parking-roads-and-transport  
Parks-and-community-facilities  
Planning-environment-and-community  
Sports-and-leisure  
Waste-and-recycling

### Business

Business-rates  
Business-support-and-advice  
Commercial-waste  
Food-hygiene  
Licensing-and-permits  
Residential-landlords  
Working-with-the-council

### Your Council

Blackpool-Council-jobs  
Citizenship  
Community-rights  
Council-meetings  
Creating-a-better-Blackpool  
Have-your-say  
Statistics-and-research  
The-Council  
Transparency-and-open-data  
Voting-and-elections  
Your-councillors

