

User guided for Ukrainian refugees registering for Council tax

Link to the webform:- [Tell us you're moving into Brighton & Hove \(brighton-hove.gov.uk\)](https://brighton-hove.gov.uk)

Screen 1: About you

About you

Title *
Mr

First name *
gavin

Last name *
marshall

Email address *
gavin.marshall@brighton-hove.gov.uk

Mobile phone
07870246628

Would you like to receive texts about your Council Tax account or benefit claim? *
 Yes, I would like to receive texts
 No, I don't want to receive texts

Home phone number

How would you like to receive Council Tax bills? *
 As eBills via email
 As paper bills by post

Are you a full-time student? *
 Yes
 No

Next

(1) Mr/Mr/Ms/Mx/Miss (use the drop-down box)*

(2) Your first name/given name*

(3) Your Surname/Family name*

(4) Email address*

(5) Mobile Phone number

(6) Would you like your bills EMAILED or sent by POST?

(7) Click 'no' here

(8) Click 'next' to move to the next screen

Screen 2: Moving into the area (your new address)

Council Tax - Moving into the area

Your new address

Postcode or house number and street *

[Can't find your address?](#)

(9) Enter the Postcode of your new address here. Example: BN1 1PS

Then Click 'FIND ADDRESS'

Postcode or house number and street *

Select your address
Select...
Select...
Porters Lodge, Brighton College, Eastern Road, Brighton, BN2 0AJ
School House, Brighton College, Eastern Road, Brighton, BN2 0AJ
New House, Brighton College, Eastern Road, Brighton, BN2 0AJ
Deputy House Masters Flat New House, Brighton College, Eastern Road, Brighton, BN2 0AJ
Flat 1, 116 Eastern Road, Brighton, BN2 0AJ
Flat 2, 116 Eastern Road, Brighton, BN2 0AJ
Flat 3, 116 Eastern Road, Brighton, BN2 0AJ
Flat 4, 116 Eastern Road, Brighton, BN2 0AJ
Flat 1, 120 Eastern Road, Brighton, BN2 0AJ
Flat 2, 120 Eastern Road, Brighton, BN2 0AJ
Flat 3, 120 Eastern Road, Brighton, BN2 0AJ
Flat 4, 120 Eastern Road, Brighton, BN2 0AJ
Flat 5, 120 Eastern Road, Brighton, BN2 0AJ
Flat 6, 120 Eastern Road, Brighton, BN2 0AJ
Flat 7, 120 Eastern Road, Brighton, BN2 0AJ

(10) When the box that says 'select' appears, click the ▼

Then choose the address you are moving into

Council Tax - Moving into the area

Your new address

Postcode or house number and street *

Select your address
Flat 3, 116 Eastern Road, Brighton, BN2 0AJ
[Can't find your address?](#)
Will this be your sole or main residence? *
 Yes
 No

(11) When you have confirmed the address, you'll then be asked if this is your sole, or main residence. It is, so tick 'Yes'

(12) Click 'next' to move to the next screen

Screen 3: Moving into the area (Previous location)

Council Tax - Moving into the area

Previous location

Have you lived in Brighton & Hove before? *

Yes

No

(13) Have you ever lived in Brighton and Hove before?
Click 'No'

(14) Click 'next' to move to screen

Screen 4: Rent or Own (Single OR Joint tenancies)

Council Tax - Moving into the area

Rent or own

Do you *

Rent

Own

You have a joint tenancy if you live with other adults and have signed the same contract. You have a single tenancy if you're the only adult named on a contract, but you may also live with other adults. You're a lodger if you live with the owner or main tenant of a property.

Tenancy type *

Joint tenancy

Single tenancy

Lodger

Start of tenancy *

dd/mm/yyyy

When are you moving in? *

dd/mm/yyyy

Is the property rented furnished? *

Yes

No

About your landlord

Name of landlord / agent *

Contact number of landlord / agent *

Is the landlord's address (Optional)

In Brighton & Hove

Outside Brighton & Hove

(15) Do you rent or own? Click 'Rent'

(16) Choose your tenancy type:-

- i) If you are renting a property that will only have Ukrainian residents (One or more who have signed ONE tenancy agreement), click 'joint tenancy'
- ii) If you are renting a room in a property with other tenants, click 'single tenancy'
- iii) If you are moving in with a host family, click 'lodger'

(17) If you have clicked 'joint tenancy' OR 'single tenancy' you will need to fill in the 'start of tenancy date' and 'When are you moving in' using the drop-down boxes. These MAY be different dates.

Council Tax - Moving into the area

Rent or own

Do you *

- Rent
 Own

You have a joint tenancy if you live with other adults and have signed the same contract. You have a single tenancy if you're the only adult named on a contract, but you may also live with other adults. You're a lodger if you live with the owner or main tenant of a property.

Tenancy type *

- Joint tenancy
 Single tenancy
 Lodger

Start of tenancy *

01/09/2022

When are you moving in? *

03/09/2022

Is the property rented furnished? *

- Yes
 No

About your landlord

Name of landlord / agent *

Bob Smith

Contact number of landlord / agent *

01273291291

Is the landlord's address (Optional)

- In Brighton & Hove
 Outside Brighton & Hove

Postcode or house number and street (Optional)

bn3 3ef

Select your landlord's address (Optional)

Select...

[Can't find your landlord's address?](#)

(18) Is the property furnished?
Click 'yes'

(19) About your landlord.
Name of Landlord/Agent
Contact telephone number
for landlord/Agent

(20a) Is the landlords
address in Brighton and
Hove?

If yes, click 'in Brighton & Hove' then enter the postcode, Press 'find address' and select the address from the drop-down box, then click 'Next'

(20b) Is the landlords
address outside Brighton &
Hove?

If 'yes', enter the address
manually.

Click 'next'

In Brighton & Hove

Outside Brighton & Hove

Tell us your landlord's address (Optional)

Address line 1

Address line 2

Address line 3

Town or City

Postcode

Country

United Kingdom

Screen 4: Moving into the area (Lodgers ONLY)

Council Tax - Moving into the area

Rent or own

Do you *

Rent

Own

You have a joint tenancy if you live with other adults and have signed the same contract. You have a single tenancy if you're the only adult named on a contract, but you may also live with other adults. You're a lodger if you live with the owner or main tenant of a property.

Tenancy type *

Joint tenancy

Single tenancy

Lodger

When are you moving in? *

03/09/2022

About your landlord

Name of landlord / agent *

Bob Smith

Contact number of landlord / agent *

01273291291

Is the landlord's address (Optional)

In Brighton & Hove

Outside Brighton & hove

Postcode or house number and street (Optional)

Find address

Select your landlord's address (Optional)

1 Cromwell Court, 89 Cromwell Road, Hove, BN1 3EF

[Can't find your landlord's address?](#)

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(21) Click 'rent'

(22) Click 'Lodger'

(23) Choose the date you are moving/moved in

(24) Enter the Landlords Name and Contact number

(25) Click 'In Brighton & Hove'

(26) Enter the landlord's postcode then choose the address from the dropdown box

(27) Click 'next'

Screen 5 (Your Household); Sole occupancy only

Council Tax - Moving into the area

Your household

Are there other adults living in the new property? *

Yes

No

Do you want to apply for a Single Person Discount? *

Yes

No

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(28) If you are living alone, click 'no'

Then click 'yes' to apply for a single person discount

Then click 'Next'

Screen 5 (Your household); more than one occupant

Council Tax - Moving into the area

Your household

Are there other adults living in the new property? *

Yes

No

[Click to add a household member](#)

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(29) If you are living with other people, click 'yes'

Then click the blue Square to add another member of the household

Add a household member ✕

Title *

First name *

Last name *

Mobile phone

Home phone

Email address

Household status *

Moving In date *

Full time student? *
 Yes
 No

(30) Fill in the details of the next member of the household:-

Title

First name

Last name

Mobile phone number

Email address

Household status (If they are the owner/joint tenant/partner/child over 18)

Moving in date

If they are a student (click 'no')

Click 'add this person'

Council Tax - Moving into the area

Your household

Are there other adults living in the new property? *

Yes
 No

First name	Lastname	Mobile	Phone	Email address	Status	Student
Bob	Smith	07952354899			Dependent or child 18 or over	No

(31) Once you have added all the household members, your screen will look like this with them all listed

(32) once you have added all members of the household, click 'next'.

Screen 6: Moving into the area (Benefits)

Council Tax - Moving into the area

Benefits

If you are on a low income and you don't have capital over £6,000 (or over £16,000 if you are of pensionable age) you may be eligible to receive a Council Tax reduction.

Do you wish to make a claim at your new address? *

Yes
 No

You will need to complete a claim form.

After submitting this Council Tax Form, you will receive an email acknowledgement with a link to the online benefit claim form.

(33) Click 'yes' to make a claim for financial assistance (Benefits)

You will need to complete a claim form.

After submitting this Council Tax Form, you will receive an email acknowledgement with a link to the online benefit claim form

Click 'next'

Screen 7: Moving into the area (Discounts)

Council Tax - Moving into the area

Discounts

You and the people you live with may be eligible for a Council Tax Discount

Please select all options that apply

- Carer(s)
- Apprentice(s)
- Full-time student(s)
- Severely mentally impaired
- Another type of discount

Please give details

Ukrainian refugee

Please confirm

None of the above discounts apply

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(34) Tick the box for 'another type of discount'

Type in the box 'Ukrainian Refugee'

Click 'next'

Screen 8: Moving into the area (Adaptations)

Council Tax - Moving into the area

Adaptations

If your home has been adapted because you or anyone you live with is disabled you may be entitled to a reduction under the Council Tax disabled band reduction scheme.

Do you wish to apply for a disabled reduction? *

Yes

No

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(35) do you wish to apply for a disabled banding reduction as the property has been adapted for your physical needs?

Click 'no'

Then click 'next'

Screen 9: Moving into the area (Pay)

Council Tax - Moving into the area

Pay

How would you like to pay your Council Tax? *

By Direct Debit

Not by Direct Debit

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Next

(36) How would you like to pay?

Tick 'Not by direct debit'

Click 'next'

Screen 10: moving into the area (Payment Options)

Council Tax - Moving into the area

Payment options

How would you like to pay? *

You can choose to pay your Council Tax in monthly instalments, or if you prefer you can choose to pay the whole amount in a single yearly payment.

By monthly instalments

By single yearly payment

How often do you want to pay your Council Tax? *

Paying over 10 months means you will have slightly higher payments to make but you will not need to make a payment at the end of the financial new year in February or March.

10 Months

12 Months

When do you want to pay your Council Tax? *

Payment due on the 1st

Payment due on the 28th

Previous

Next

(37) tick 'by monthly instalments'

(38) tick '12 months'

(39) tick 'payment due on the 28th'

Click 'next'

Screen 11: Moving into the area (declaration)

Council Tax - Moving into the area

Declaration

The council can prosecute you under Section 14 of the Local Government Finance Act 1992, if you give false information, or if you do not tell us information (including a change in your circumstances).

Please read this declaration very carefully before you submit this form.

- I will tell you if any of the details on any bill you send me are incorrect.
- The information I have given is true and complete. If any of the information is found to be untrue, the council can ask me to pay it back and may prosecute me.
- You can check any information on this form.
- I am not claiming Housing Benefit or Council Tax Reduction for any other address.
- I understand that you may contact government departments (for example the Department for Work and Pensions or the Home Office) or other local authority offices to check the information I have given on the form and to get other information.
- I understand that the council may undertake checks to verify my entitlement to any discount. This includes checking other council departments' records, and data matching with external organisations and credit reference agencies. I understand that action will be taken against me if I claim a discount dishonestly. I also understand that I am legally obliged to inform the Revenues & Benefits Office within 21 days of any changes that could affect my entitlement to the discount, and that I may incur financial penalties if I fail to do so.
- I will write to you straight away if there are any changes in my circumstances, so that you can work out my bill again. If I do not, the council can ask me to pay it back, and may prosecute me (under Section 14 of the Local Government Finance Act 1992).

I agree, the information I have given in this form is true and accurate.

Name: Mr gavin marshall

Date: 07-09-2022

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[Submit](#)

(40) tick the box near the bottom.

Click 'submit' to send the details off to the Council tax Team