

Revenues and Benefits Account user guides

Create an account / register for Council Tax (property owner)

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'.

Go to 'Council Tax Notification'.

Property Enquiry

Check the Council Tax band or rateable value of a property and its annual charge.

[Start](#)

Account Details

View your account details and benefit claim details, and update your contact details using the e-Service key from your latest bill.

[Start](#)

Benefit Details

View your Council Tax Reduction and Housing Benefit claim details.

[Start](#)

Council Tax Notification

Inform the council of a change to your circumstances for Council Tax purposes or apply to pay by Direct Debit without an online key.

[Start](#)

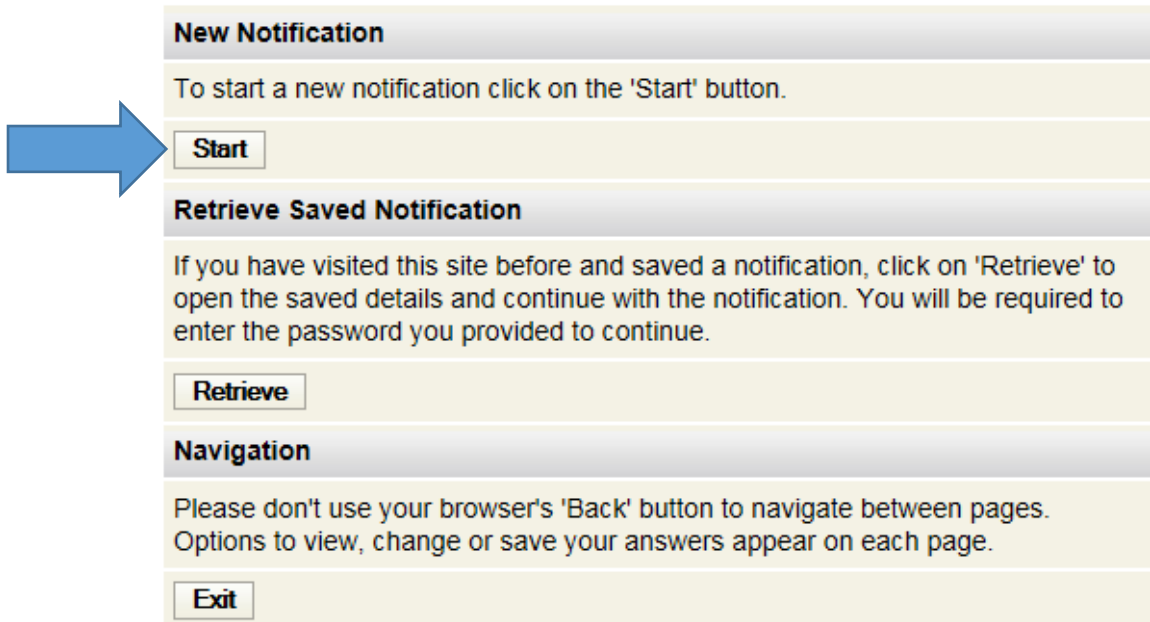
Business Rates

Apply to pay your Business Rates by Direct Debit.

[Start](#)



Select 'New Notification'.



New Notification

To start a new notification click on the 'Start' button.

Start

Retrieve Saved Notification

If you have visited this site before and saved a notification, click on 'Retrieve' to open the saved details and continue with the notification. You will be required to enter the password you provided to continue.

Retrieve

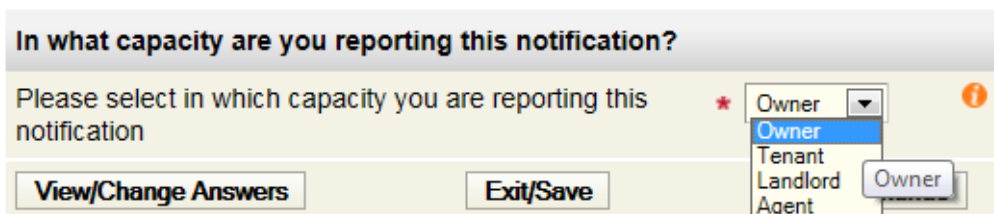
Navigation

Please don't use your browser's 'Back' button to navigate between pages. Options to view, change or save your answers appear on each page.

Exit

Select 'Owner' from the drop-down list, then click enter/continue.

Questions screen



In what capacity are you reporting this notification?

Please select in which capacity you are reporting this notification










View/Change Answers **Exit/Save**

Owner
Owner
Tenant
Landlord
Agent

Owner

Enter your personal details.

Questions screen

Name and contact details		
Please enter your name or business name details. If you are already a payer within this local authority, please enter your name exactly as it appears on your current bill.		
Business name	<input type="text"/>	
Title	<input type="text"/>	
Forename	<input type="text"/>	
Surname	<input type="text"/>	
Please enter your contact phone number and your email address		
Home phone number	<input type="text"/>	
Mobile phone number	<input type="text"/>	
Work phone number	<input type="text"/>	
Email address	<input type="text"/>	
Confirm email address	<input type="text"/>	
<input type="button" value="View/Change Answers"/>	<input type="button" value="Exit/Save"/>	<input type="button" value="Enter/Continue"/>

Select 'Buying or Selling a Property'.

Questions screen

What would you like to report or apply for?

Please select one option below

Buying or Selling a Property ⓘ
(I am either moving into the Local Authority area, moving out of the Local Authority area or moving from one property to another within the Local Authority area)

Start

Applying for a Single Person Discount ⓘ
(I have a Council Tax account and wish to claim a discount on this account because I am the only person aged 18 or over living at the property)

Start

Apply for a Disregard Discount or Exemption ⓘ
(I would like to apply for a disregard discount or exemption on the basis of being a student or severely mentally impaired)



Choose the cross if you're not selling a property in the local authority area, then click Enter/Continue.

Questions screen

Further information for buying or selling a property

You have selected that you are buying or selling a property

Are you selling a property in the local authority area? * ⓘ

View/Change Answers **Exit/Save** **Enter/Continue**

Enter the details of the property you're buying and click Find Address.

Questions screen

Address details

Please select the address of the property that you are buying

Please click Enter/Continue to confirm your property address. If this is not the address that you wish to report a change for, please click 'Find Address' and search for the correct property.

Postcode

Number

Street Name

House Name

Click on the blue Property Reference number next to the address of the **new property**.

Please select the address of the property that you are buying

To select the property click on the Property Reference number below

Property Reference	Property Address
3183201404	<input type="text"/>

Make sure the details of the **new property** are right, then click Enter/Continue.

Questions screen


Address details		
Please select the address of the property that you are buying		
Please click Enter/Continue to confirm your property address. If this is not the address that you wish to report a change for, please click 'Find Address' and search for the correct property.		
Postcode	<input type="text"/> <input type="button" value="Find Address"/>	
Number	<input type="text"/>	
Street Name	<input type="text"/>	
House Name	<input type="text"/>	
Address line 1:	<input type="text"/>	
Address line 2:	MIDDLESBROUGH	
Address line 3:	<input type="text"/>	
Address line 4:	<input type="text"/>	
Address line 5:	<input type="text"/>	
Address postcode:	<input type="text"/>	
Property reference number	<input type="text"/>	
<input type="button" value="View/Change Answers"/>	<input type="button" value="Exit/Save"/>	<input type="button" value="Enter/Continue"/>

Enter the number of people living at the **new property** who are aged 18 or over, then click Enter/Continue.

Questions screen

The number of occupants aged 18 or over in your new property

Your new property is

How many occupants aged 18 or over will be living at your new property? (If the property will be empty please enter '0'). 


Enter the names of all adults aged 18 or over who will be living at the property. To add more people click Add Another.


Click Enter/Continue when all adults have been added.


Questions screen


The names of all the occupants aged 18 or over who are moving in

Please enter the names here of all persons who are potentially liable to pay Council Tax at this property

Business name: 

Title  

Forename 

Surname 

To delete this item, activate this field and use the "Delete" button



Complete the questions about each individual adult resident, clicking Enter/Continue to go to the next person.

Questions screen

Details for Mr A Customer

Your new property is

Please enter the following

Is the property A's main home? * X ✓ i

What is A's relationship to the property? * i

Is A married, cohabiting or in a civil partnership with a liable person within the dwelling? * X ✓ i

Is A a student or related to a student? * X ✓ i

Is A severely mentally impaired? * X ✓ i

Enter the date that your purchase of the house will be completed, and say whether this is also your moving in date, then click Enter/Continue.

Questions screen

Property purchase date

Your new property is

What is your completion date? * i

Is this your moving in date? * X ✓ i

You can click on the blue text to see or print the information you've given.

Click the box to agree with the declaration, then click Submit to submit your changes.

Declaration Page

Tick the declaration box to agree with the declaration and continue.

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 requires 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 your 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 above [Click here to view or print your answers](#)

Exit

Submit

Your account has been created and you're now registered for Council Tax. The easiest way to pay is via Direct Debit.