Register for council tax or notify of change

You can complete these online forms without needing to download any special software, and they will generally take you between 5-10 minutes to complete. If you need to go back to a previous page, please use the “Previous” or “Prev” button within the form as the web browsers back button may not work.

Please ensure the details you enter are correct as documented in your most recent council tax bill if applicable. By selecting the “Submit” button at the end of the form you are confirming that the information you have provided is accurate and to the best of your knowledge.

If the date of your move is more than ten days in the future we may not be able to action your change of address immediately.

Moving within Kensington and Chelsea form [1] - complete this form if you are moving out and into an address in Kensington and Chelsea

Click here to see the information you need to provide if you are moving within Kensington and Chelsea

- your current address including postcode
- your council tax account reference number
- the date your tenancy ended or the date you sold the property
- the date you actually moved out of the property if different
- whether the property was left furnished or unfurnished
- the name of the landlord, next tenant, or new owner
- the new address including the postcode you will be moving to
- the date your tenancy starts or the date you purchased the property
- the date you moved into the property if different to the above
- whether you are entitled to claim for a single person discount if you occupy the property as your sole or main residence, and you are the only person aged 18 or over who lives there
- how you will pay your council tax
- the name and forwarding address of any previous occupant(s) if known

Moving into Kensington and Chelsea form [2] - complete this if you are moving in from outside the borough

Click here to see the information you need to provide when you register for council tax

- resident/owner/tenant's name(s)
- your current address including postcode
- the new address including postcode you will be moving to
- the date your tenancy starts or the date you purchased the property
- the date you moved into the property if different to above
- whether the property will be empty/unoccupied
- whether you are entitled to claim for a single person discount if you are single, you occupy your property as your sole or main residence, and you are the only person aged 18 or over who lives there
- contact details of your solicitor or landlord
- how you will pay your council tax
- the name and forwarding address of the previous occupant(s) if known

Moving out of Kensington and Chelsea form [3] - complete this if you are moving out of Kensington and Chelsea:

Click here to see the information you need to provide if you are moving out of Kensington and Chelsea
Register for council tax or notify of change

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- your council tax reference number
- your current address including postcode
- the new address including postcode you will be moving to
- the date your tenancy ended or the date you sold the property
- the date you actually moved out of the property if different to above
- whether the property was left furnished or unfurnished
- the name of the landlord, next tenant, or the new owner

If you are eligible to vote and are moving in, out, or to another address in the borough please [click here to update your details on the electoral register](https://www.rbkc.gov.uk/oadarbkc/scripts/orev.wsc/ibsxmlpr.p?docid=cxMoveIn) [4]. You can read more information about the Council's Register to Vote on this web page [5].

**Applying for or cancelling your Single Person Discount** [6]- complete this form to apply for a 25% discount. You must occupy the property as your sole or main residence, and must be the only person aged 18 or over who lives there. You can also use this form to tell us that you no longer qualify for a Single Person Discount as someone has moved in with you.

Click here to see the information you need to provide if you are applying or cancelling your Single Person Discount

- your current address including postcode
- the date your Single Person Discount will start or the date it will end
- how you will pay your Council Tax
- the name of the household member leaving the property or the name of the new household member
- the date the household member leaves the property or the date the new household member moves in

**Payment Method change form** [7] - complete this form if you wish to change your bank details or payment method

Click here to see the information you need to provide if you wish to change your bank details or payment method

- your current address including postcode
- your council tax reference number
- how you will pay your council tax
- your bank account details

**eBilling**

If you provide your email address on these forms we will use this information so you receive your Council Tax bill by email. Many residents find this a secure and convenient way to receive their bills and it helps us to reduce administration and postage costs which contributes to keeping the Council Tax low.

Please note: if you sign up to receive your bill by email, you must let us know if you change your email address at anytime in the future so you can continue to receive your bills electronically.

You should [contact us](https://www.rbkc.gov.uk/oadarbkc/scripts/orev.wsc/ibsxmlpr.p?docid=cxMoveOut) [8] to tell us your new email address and quote your Council Tax reference number.

Print page: /

Contact the Council tax team [9]

Source URL: https://www.rbkc.gov.uk/council-tax/register-council-tax-or-notify-change

Links
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