



County Treasurer
Revenues & Benefits Services

Your Ref:

Our Ref:

Please ask for: Council Tax

Direct Line/Extension: (01432) 260360

Fax: (01432) 260484

E-mail: counciltax@herefordshire.gov.uk

Application for Council Tax Discount (Persons aged 18 years for whom child benefit is payable)

COUNCIL TAX ACCOUNT NUMBER: _____

Before filling in this form please read the notes below.

A discount can be granted if there are less than two adults living in a property. When counting the number of adults, any person aged 18 years and for whom Child Benefit is payable, may be disregarded.

If you wish to claim a discount then please complete the form below in **CAPITAL LETTERS** and return it to: **The Council Tax Department, Herefordshire Council, P.O. Box 224, Hereford, HR1 2XW**

If you would like more information, advice or help with the form please contact the Council Tax Department at the above address, by email or on telephone number **(01432) 260360**. Telephone lines are open from 8:45 a.m. until 5:15 p.m. from Monday to Wednesday, from 8:45 a.m. until 4:00 p.m. on Thursday, and 8:45am until 4:45pm on Friday.

A. APPLICANT

(Must be a person liable to pay the Council Tax for the property)

Full name: _____

Address of the property (that the discount is being applied for):

Please state the total number of people aged over 18 who live in the property.

B. PERSON TO BE DISREGARDED

(Must live in the property where the discount is being claimed)

Full name: _____

Date of birth: ___ / ___ / ___

DSS Allowance No.: _____

Date benefit ceases: _____

Date left/due to leave school (see note 3): _____

PLEASE ENCLOSE A COPY OF THE CHILD BENEFIT BOOK OR LETTER OF ENTITLEMENT.

C. DECLARATION BY APPLICANT

I declare that the information given in this form is correct to the best of my knowledge and belief and that appropriate evidence is enclosed. I understand that I must advise the Council at once if any of the circumstances change.

Signed: _____ Date: _____

NOTES FOR THE APPLICANT

1. You do not have to complete this form unless you wish to claim a discount but if you provide false information you may be subject to a penalty of £50 and prosecution under the Theft Act 1978.
2. Any information provided will be treated in the strictest confidence but may be stored on computer and is therefore subject to the provisions of Data Protection legislation.
3. The school leaving date is requested to ensure that the discount is for the maximum period possible.