

Resources
Benefit & Exchequer Services

Your Ref:
Our Ref: [ACRef]
Please ask for: Council Tax
Direct Line / Extension: 01432 260360
Fax:
E-mail: Counciltax@herefordshire.gov.uk

Date

Dear Sir/Madam,

COUNCIL TAX SINGLE PERSON DISCOUNT APPLICATION

If a property is occupied by only one adult (a person aged 18 or over) as their sole or main residence, the Council Tax bill will be discounted by 25%. To claim the single person discount please complete this form and return to the address shown at the bottom of this page.

Address of property for which discount is claimed (if different from above)

Full name of tax payer claiming the discount

Date discount is claimed from (the date tax payer became the only occupier aged over 18)

Please provide the names of any residents who are aged 17 along with date of birth

Full Name	Date of Birth

Have you been the only adult from the date you moved into the property? **Y/N**

Are you now the only adult resident as result of bereavement? **Y/N**

If you have answered YES to either of these questions go straight to the Declaration at the end of this form.



Putting People First **Providing** for our Communities **Preserving** our Heritage **Promoting** the County **Protecting** our Future

County of Herefordshire District Council, PO Box 224, Hereford, HR1 2XW

Main Switchboard (01432) 260000 - www.herefordshire.gov.uk

If you are now the only adult resident as a result of another adult leaving the property, please provide details of their move.

Their full name(s):

Date they left the property:

Their new address:

What is their interest in their new address?

Owner Tenant Lodger Other (Please give details)

Is the change permanent?

Y/N

If NO, what is the nature of their absence and when do they intend to return?

Have they removed the majority of their possessions from the property?

Y/N

If no, please explain reason _____

Do they have any ongoing legal interest in the property they have vacated?

Y/N

If YES, is there any intention to remove their name from the title of the property/tenancy?

Y/N

Any other information you may wish to provide

DECLARATION

As far as I know, the information I have given is accurate and true. I understand that to supply false information may result in prosecution.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information given.

I undertake to notify the Local Taxation Office when the property is occupied by more than one adult as their sole or main residence. I understand that failure to do so, within 21 days, may result in a £70.00 penalty

Your Signature _____

Date _____

Daytime Telephone Number _____

(You do not have to give a telephone number, but it would be helpful in case clarification is needed)