

## Council Tax - single persons discount application

This is an interactive form that you can fill in electronically. When you have completed the form – please print off, sign the form and return to: Council Tax Section, Revenue and Benefits, Plough Lane, Hereford HR4 0LE or email [counciltax@herefordshire.gov.uk](mailto:counciltax@herefordshire.gov.uk)

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%.

Full name of tax payer claiming the discount:

Address of property for which discount is claimed. (If different from above):

Council Tax Account Reference Number:

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 16 along with date of birth:

Have you been the only adult from the date you moved into the property? Yes No

Are you now the only adult resident as result of bereavement?    Yes            No

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

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?    Yes            No

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?    Yes            No

If no, please explain reason:

Do they have any ongoing legal interest in the property they have vacated?    Yes            No

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

Yes            No

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 Council Tax Section, Herefordshire Council, to make any enquiries necessary to verify the information given.

I undertake to notify the Council Tax Section, Herefordshire Council, 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

Signature:

Date:

Telephone No:

Email address:

## **Paperless billing**

Did you know you can register to manage your Council Tax account online. To manage your account go to [www.herefordshire.gov.uk/myaccount](http://www.herefordshire.gov.uk/myaccount) Once you are registered to manage your account online, we strongly urge you to sign up for paperless bills. This means you will be advised instantly of changes to your account and will be beneficial to you in the event of any delays to the postal service.

Alternatively you can apply for Paperless Billing directly at [www.herefordshire.gov.uk/paperless](http://www.herefordshire.gov.uk/paperless)