

Council Tax Single Person Discount Claim form



Revenues and Benefits Service

The Deane House
Belvedere Road
Taunton
TA1 1HE

Telephone 01823 356355
Lines open weekdays 8.00am to 6.00pm

Version 2 / 2016

Please read these notes before you fill in the form

If only one adult lives in a property, we can reduce the Council Tax by a 25% discount. Use this form to apply for a 'single person discount'.

Please fill in the form using **black ink**. Answer **Yes** or **No** questions by putting a tick ✓ in the relevant box. If you find it difficult to fill in the form, please telephone us on 01823 356355.

When you have filled in the form **make sure you read and sign the declaration in Part B**.

Please return it to: Revenues and Benefits Service, Taunton Deane Borough Council, PO Box 582, Taunton TA1 1NG.

Frequently asked questions about claiming a Single Person Discount

My partner is a member of the armed forces or works away and only comes home occasionally. Can I claim a Single Person Discount?

No. We will still treat your home as your partner's sole and main home because they intend to return to the property.

A friend is coming to stay for a month's holiday. Will I lose my Single Person Discount?

No. We will not treat them as part of your household if their sole and main home is elsewhere.

Part A. Your household

Address this claim is for

How many people currently live in this property?

Include anyone who may be temporarily absent (e.g. is working away, on holiday or in hospital)

Are all the people who live in the property aged 18 years or over?

Yes
No

Please turn over

If you would like this form translated into other languages or in Braille, large print, audiotape or CD, please contact us.

Part A. Your household (continued)

Please tell us about the **other** people who live with you

Their full name	Date of birth	Their relationship to you
	/ /	
	/ /	
	/ /	
	/ /	

Tell us the exact date you become the only occupier aged 18 years or over?

/ /

Are you claiming this discount because someone has recently left the property?

No

Yes

[Go to Part B](#)

Please provide the name and forwarding address of each person aged 18 or over who has left and the exact date they left.

Part B. Declaration

Even if someone has filled in this form for you, you must sign this declaration if you can. Read this declaration carefully before you sign and date it.

- **I declare** the information I have given on this form is correct and complete.
- **I agree** to tell the Council within 21 days of any change in my circumstances that may affect my claim for this discount or my right to this discount.
- **I understand** you could add a penalty of £70 to my Council Tax bill if I fail to tell you of a change affecting my right to this discount within 21 days, or if I give wrong or incomplete information.

Your signature

Date

/ /

Your full name

If you are not the Council Tax payer for this property, please tell us your full name, address and why you have completed this form

Daytime telephone number or E-mail address

Taunton Deane Borough Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.