

Council Tax Single Person Discount Claim form

**Somerset West
and Taunton**

Revenues and Benefits
PO Box 866
Taunton
TA1 9GS

Tel: 0300 304 8000
Monday-Friday 8am to 6pm

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 0300 304 8000.

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

Please return it to: Somerset West and Taunton Council, PO Box 866, Taunton TA1 9GS.

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

Their full name	Date of birth	Their relationship to you
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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)

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.

Are you liable for Council Tax at another property?

No
Yes

Go to Part B

If Yes, please provide the details below

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

Somerset West and Taunton 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.