

Declaration:

- I am the only person aged 18 or over resident at the above address.
- I do not receive Single Persons Discount for any other property.
- I will advise the Council Tax section within 21 days should the number of persons over the age of 18 increase above one.
- I understand that it is a criminal offence to receive discount to which I am not entitled.
- I also understand that it is an offence to give false information. The latter could make me liable for a financial penalty.

Signed:

Date:

Further Information-

- Housing Benefit and Council Tax Reduction

If you are on a low income or in receipt of state benefits, you may be entitled to help with your rent and/or Council Tax. Please contact 01635 519258 for further information.

- Other Discounts-

In certain circumstances you may be entitled to a 25% discount on your Council Tax where there are 2 people living at your property. This could be because the 2nd adult in the property may be disregarded for the purpose of Council Tax.

Adults who may be disregarded are- Students, Student Nurses, Persons in receipt of Child Benefit, Persons who are severely mentally impaired, Carers, Apprentices, Youth Training Trainees, Prisoners, Hospital Patients, Patients in residential or care homes, Residents in Hostels.

Applications for a disregard should be made in writing to the Benefits & Exchequer Service.

- Disabled Relief-

A tax payer may be allowed a reduction provided that at least one resident in the dwelling is substantially or permanently disabled whether by illness, injury or otherwise. The property must meet certain criteria. Please call us on 01635 519520 for further information.

- Information on services-

If you require any further information on any of the services provided by West Berkshire Council you can call our switchboard on 01635 42400 and they will direct you to the relevant persons.

Our website also contains information on all services provided, the website is www.westberks.gov.uk/

If you require this information in an alternative format or translation, please call 01635 42400 and ask for Benefits and Exchequer

West Berkshire Council

Benefits & Exchequer

Market Street
Newbury
Berkshire
RG14 5LD

T 01635 519520
F 01635 519286
counciltax@westberks.gov.uk

www.westberks.gov.uk

Council Tax Single Persons Discount Application Form



If you are the only resident in your property over the age of 18, you may qualify for a 25% discount.



WestBerkshire
COUNCIL

Single Persons Discount Guidance

If you occupy a property as your main home, and you are the only occupant over the age of 18, you may qualify for a 25% single persons discount.

The following application form should be fully completed and returned to the address overleaf.

A single persons discount may apply should a resident over the age of 18 move to another address to attend university or college, and they are required to be registered for Council Tax at that address. Full postal address is required. See overleaf for information on other discounts.

There are other discounts in Council Tax which may be more applicable if you have another occupant over the age of 18 living in the property, see overleaf for information on other discounts.

If you have another home elsewhere, by law, a single persons discount can only be applied to one of your properties, and this would be the property which you consider to be your main home.

If you have another property you should declare this in this form.

More information on the above matters can be found on our website-

www.westberks.gov.uk/council_tax

Application for Single Persons Discount

NB: This form must be completed and signed overleaf before discount can be awarded

Title: _____ Surname _____

First Names _____

Address: _____

Council Tax Account Number: _____

Contact Details:

Home: _____

Mobile _____

Email: _____

Date you became the sole occupier _____

For the purpose of claiming this discount please provide your previous address:

Were you responsible for Council Tax at this address

YES / NO

Please provide any other relevant information:

If a Single Persons Discount now applies due to someone leaving the property, please give their full name, date they vacated and their forwarding address:

Name: _____

Date of leaving: _____

Forwarding Address: _____

Do you expect them to return - YES / NO

If YES, when? _____

If you have become the sole occupier because another resident has passed away, please confirm the name of the deceased:

Please list any other residents in the property (including those aged 16 or 17):

Title	Forname	Surname	Date of Birth

Do you have another property which you also live in?
If so please provide the address:

