

Council Tax

Single Person Discount Application



Kennet District Council

Browfort, Bath Road
Devizes
Wiltshire
SN10 2AT

Telephone (01380) 724911
(Please ask for Revenues Section)

Reference _____

Date _____

You have indicated to the Council that you wish to claim a Single Person Discount. **In order to do so please complete and return this form within 21 days.** (Before doing so, please read the notes overleaf).

Part 1

I wish to claim single person discount because I am the only resident at this address who is over 18 years of age.

Please tick if appropriate

With effect from

Part 2

I am not the only person over 18 years of age residing at this address, but the other person(s) should be disregarded under the categories detailed overleaf.

Surname	Title	Forenames (in full)	Disregard Category 1-13

Part 3

Name(s) of residents who are 16 or 17 years of age

Surname	Title	Forenames (in full)	Date of Birth

Signature _____

Date _____

Daytime Telephone Number _____

(Providing your telephone number is not a legal requirement, but it will enable me to contact you if I have any queries)

Guidance Notes

Where there is only one resident at the property who is over the age of 18, the Council Tax for the property can be reduced by 25%. However the Council has to verify that the discount should be granted. The most important step in this process is to actually claim the single person discount.

If you are the only resident at this address you should complete part one of this form. A note will then be made against your records that you have applied for the single person discount and the discount will be granted and a revised bill (where necessary) will be issued reflecting this fact.

Even where there is more than one person over 18 resident in the property a single person discount can still be claimed. This is because some people can be disregarded for the purposes of calculating the number of persons resident. There are several categories of person that can be disregarded. These are listed below, with a number against each category of person.

1. Persons in prison who would otherwise be resident at the property.
2. The severely mentally impaired.
3. Persons of the age of 18 in respect of whom child benefit is payable.
4. Students (including Project 2000 student nurses).
5. Other student nurses, apprentices or youth training trainees.
6. Hospital patients who would otherwise be resident at the property.
7. Patients in homes.
8. Person caring for an adult with a disability (other than a spouse).
9. Charity care workers.
10. Resident of certain dwellings such as night shelters.
11. Staff (or their dependants) of International Headquarters and Defence Organisations.
12. Members of Religious Communities.
13. School Leavers under the age of 20.

If you are not the only adult resident at this address but you believe that the other person(s) should be disregarded, or that you should be disregarded, then you should complete part two of this form, and indicate against each person the category of disregard which applies.

The Council will then send you a form which specifically covers the disregard which you are claiming for each of the adults resident.

Warning

It is an offence to provide false information in respect of the single person discount. Should a discount no longer apply, you are required to notify the Council within a period of 21 days from the change of circumstances. Failure to do so without reasonable excuse may lead to the imposition of a penalty of £50.