



Date of Issue:

Reference No:

COUNCIL TAX DISCOUNT – SOLE RESIDENT OVER 18 YEARS OLD

Please read the following criteria. If it applies to you please complete Part A of the form. You may also be entitled to other discounts so please read Part B of the form.

A 25% discount will apply if only one adult lives in a property which is their “main residence”. There is no legal definition of “main residence”, but where a person has more than one property, factors such as the location of their immediate family, the amount of personal belongings at each property and whether they have a legal interest in the second property will be considered in any dispute.

This is not the correct form if applying for discounts or an exemption where more than one adult resides in a property. Please contact the council to obtain the correct forms for this.

PART A.

- 1. Please print the full name of all residents over 18 who have their main residence at the address shown above. Please also print the name(s) and date of birth of all residents aged between 16 and 18.**

Title	Full Name	Date of Birth

2. Start of Discount

Reason for Discount: (e.g. moved into property as only occupant, or someone left the property)	
If someone has moved from the property please confirm their:	Full Name: Forwarding Address:
Date you became the only adult living in the property:	

3. End of Discount – If you currently remain the only adult resident please tick this box

Reason for Discount Ending: (e.g. moved out of the property but still liable, or someone else has moved into the property)	
If someone else has moved into the property with you please confirm their:	Full Name: Relationship to You:
Date you stopped being the only adult living in the property:	

PART B.

Certain groups of people living alone may still not be counted when establishing the number of adults living in a property or may be exempt from paying council tax, for example apprentices, full time students and people with a severe mental impairment.

There are a number of other groups who cannot be listed here due to shortage of space, but if you think the only adult living in the property should not be counted, a further 25% discount could apply leaving only a 50% charge to be paid. If you are exempt there will be no charge for the period of exemption. If you think either of these may be the case, please write the reason below. We will then contact you to advise if a further discount/exemption can be given, or to request further information if needed.

Reason for further discount/exemption:

DECLARATION

I declare the information given above is correct to the best of my knowledge and belief. I understand that making a false claim could lead to the imposition of a fine or criminal prosecution.

Print Name:..... **Signed:**..... **Date:**.....

Please supply a telephone number and/or email address where you can be contacted:

Telephone: Email: I would like to receive electronic bills via email <input type="checkbox"/>

The information on this form is necessary to administer your council tax and fulfil the council's statutory functions, and will not be used for any other purposes.

Privacy Notice – Welwyn Hatfield Borough Council is committed to protecting your privacy when you use our services. Our privacy notice explains how we use information about you and how we protect your privacy www.welhat.gov.uk/privacy-notice.

We can provide this information in different formats if needed. Please call 01707 357000 and ask for the Council Tax section or email c.tax@welhat.gov.uk