

Council Tax Single Person Discount Application Form



Name and Address:	Account Number :
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Council Tax Single Person Discount Application Form

A 25% discount on your bill can be given if you are the only resident of a property. Please complete the details below and sign the declaration so that we can decide whether you qualify.

Are you the only adult (aged 18 or over) living in the above property?	YES / NO
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If yes, please give the date when you started living on your own.	
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Please note that it is your responsibility to notify the Council of any changes in your household. Failure to do so within 21 days of any change could result in a penalty being charged.

Declaration and Signature

I declare that the information I have given on this form is complete and accurate to the best of my knowledge.

Signed	Date
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Full Name (BLOCK CAPITALS)

Day time telephone number (in case we require further information)
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The authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. False claims may lead to prosecution. We may also share this information with other bodies administering public funds solely for these purposes.

Please return the completed form to: Customer Services, Melton Borough Council, Parkside, Station Approach, Burton Street, Melton Mowbray. LE13 1GH

GUIDANCE NOTES - SINGLE PERSON DISCOUNTS

Council Tax law is detailed and complex. These notes are only a brief summary of the key points and are not intended as a comprehensive guide.

Single Person Discount

The full Council Tax is made up of a property element (50%) and a person element (50%). The full charge assumes that there are two (or more) adult occupiers and if there is only one adult occupier a discount of 25% may be claimed.

The onus lies with the Council Tax payer to apply when they first become entitled. This enables the claim to be verified by way of an inspection if we feel the need. Because it is almost impossible to verify backdated claims, we will not normally consider any backdating of a discount by more than a short period unless there is a very good reason for failing to apply at the right time and substantive documentary evidence is provided to support the claim.

If you wish to make a substantially backdated claim, the claim form should be accompanied by a written explanation of why you failed to apply in a timely manner and any documentary evidence you may have to support your claim.

It is difficult to provide documentary or other evidence that you live alone, but the sort of evidence that might be acceptable would be copies of claims for various state benefits which involve declaring the household status, such as claims for Council Tax and Housing Benefit.

Temporary absences of a person because of working away from home or taking extended holidays are not usually sufficient to give rise to a Single Person claim. In the case of partners, the legal presumption is that even in the case of very long absences because of work, the 'marital home' remains their residence for Council Tax purposes. Adult children taking extended holidays are also generally considered to have their main residence at the 'family home' unless their absence is total and extremely protracted, i.e. years rather than months.