

## APPLICATION FORM FOR COUNCIL TAX SINGLE PERSON DISCOUNT

Revenues Section Ribble Valley Borough Council Church Walk, Clitheroe BB7 2RA Tel: 01200 414450 Fax: 01200 414432 Web Site: www.ribblevalley.gov.uk

Date of Issue.....

## PLEASE READ THE INFORMATION OVERLEAF BEFORE COMPLETING THIS FORM

PROPERTY REFERENCE (this	s on your Council Tax Bill)									
Name of Taxpayer		 	 			 		 		
Address of Property		 	 			 		 	••	
		 	 	•••••		 		 		
		 • • • • •	 			 		 • • • • • •	•••	
Telephone No. (in case we	need to contact you)	 •••••	 •••••		••••	 	•••••	 		

If you currently receive a discount or wish to claim one, please complete either box 1,2,or 3 and the other boxes as requested and return the whole form as soon as possible.

1.	I have moved into a property and wish to claim a discount with effect	<u>t from</u>
	(Please tick box, if this is the correct option and fill in Box 6)	
2.	I no longer live alone. (Please tick box, if this is the correct option and fill in Boxes 4 & 6)	

3. I now live alone and wish to claim a discount. (Please tick box, if this is the correct option and fill in Boxes 5 & 6)

What date did the other person(s) move in?
If a person in the household has become 18, please provide date of birth
Is the new occupant a joint owner, joint tenant, spouse or partner?
What is the name of the person?
What is the frame of the person:
What was their previous address?

5.

4

From what date have you lived alone at this address? Name of person(s) moving out Date they left the property Forwarding Address (without this, discount may not be given)
Joining Household/Renting/Purchased Property (Delete as appropriate)

6.

I declare that the information given here is to the best of my knowledge, true and accurate. I agree to tell Ribble Valley Borough Council, Council Tax Section within 21 days, of any changes that affect my Council Tax account, e.g. a person in the property becomes 18, or someone else over the age of 18 moves in.

Signature.....Date.....Date.

## SINGLE PERSON DISCOUNT

If you are the only person over 18 residing in a property you are entitled to a 25% discount from Council Tax.

A person is considered to be resident in a property if they have their "sole or main residence" there, i.e. they would normally live there.

Periods of temporary absence do not mean that a person ceases to be resident for council tax purposes, therefore a person would still be considered to be a resident whilst working abroad or away from home.

The discount will be allowed for as long as there is only one person over 18 resident in the property. IF THERE IS ANY CHANGE IN CIRCUMSTANCES THEN YOU MUST NOTIFY THE ADDRESS SHOWN OVERLEAF. Failure to do so may result in a penalty being imposed.

## DATA PROTECTION ACT 1984

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.