

THURROCK COUNCIL

P.O. Box 1, Civic Offices, New Road, Grays Thurrock, Essex RM17 6LT
 Tel: 01375 652875 **DIRECT LINE**
 e-mail: counciltax@thurrock.gov.uk

Council Tax - Single Person Discount Application

To:
Post Code

A discount of 25% may be given when only one adult lives in a property. Full details must be given below by completing all the shaded areas so that the entitlement to discount can be considered. If information is not given, discount may not be allowed.

Discounts will normally only be given from the date the claim is received. A claim may be backdated if a claimant can give a good reason why they did not apply in a timely manner, and can supply supporting evidence.

If you want this claim to be backdated, you must return the form with a letter explaining why the claim was not made at the appropriate time and supporting evidence. (See over)

Property Address (if different from above):

Full Name of person claiming discount: This should be the Council Tax payer or their representative	
(See notes above and over concerning backdating)	
<i>I confirm</i> that I am the only adult occupier of this property as from (date):/...../.....

IF YOU ARE CLAIMING A DISCOUNT BECAUSE A PERSON(S) HAS LEFT: (See over concerning temporary absence)		
<u>Full name(s) of the person(s)</u> who has/have left	Date they left	Their New Address (This MUST be given in all cases)

Names of any other residents **between 16 - 18 years of age:**

Full Name (in block capitals)	Date of Birth

Declaration

I understand that the above information may be passed to other Council sections and other public bodies, to help detect and prevent crime, to help in the collection and assessment of Taxes and Duties and to carry out other public duties.

I confirm that the above information is true and correct.

I understand that it is a criminal offence under the Theft Act 1968 to supply false information to obtain a monetary advantage, and Thurrock Council will prosecute fraudulent claimants.

I understand that the Council may make enquiries concerning this application and I agree to allow Council Officers to inspect the property upon request.

Signed:
Date:

Thurrock Council Use	
Issued by (User I.D.):	Date:

UPRN:

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. For further information, please contact the Council Tax Section.

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.

Claims may be made by completing a Single Person Discount claim form available from the Council Tax office and Area Offices, or by writing to the Council Tax office claiming the discount and giving the date from which you wish to claim.

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.

We would not consider ignorance of the need to apply a good reason. The type of reasons we would need to consider whether we might award a backdated discount are:

- ◆ bereavement in immediate family
- ◆ serious accident or illness of Council Tax payer or near family
- ◆ marital split
- ◆ old age

This list is not intended to be exhaustive and other reasons will be considered.

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. In the case of Council Tax and Housing Benefit we should be able to verify matters by internal liaison with the Benefit Section.

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.

Certain people are 'disregarded' for Council Tax purposes - that is they are treated as if they are not resident, which can result in a discount. See leaflet Guidance Notes - Persons Disregarded for Council Tax.

Complete application for Single Person Discount overleaf if you wish to apply.