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Property Reference	
Account Reference	
Date Issued	

Council Tax – Application for Single Occupancy Discount

If you wish to claim Single Occupancy Discount as you are the only person over the age of 18 living at your property, please answer the following questions and sign the declaration.

(a) The exact date you became the sole occupant:

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If your application is due to the vacation of another person(s):

(b) Their full name(s)

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(c) Their date of vacation:

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(d) Their full forwarding/contact address:

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(e) Is the move permanent
(please indicate)

Yes No

To enable me to deal with your claim, please sign the declaration below:

DECLARATION

I declare that I am the only occupant, over the age of 18, residing at the address given below. I also declare that all the information provided is accurate to the best of my knowledge.			
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Signed		Dated	
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Enter your name:	
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Enter your address:	
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We may need to contact you. Please state a telephone/contact number:

PLEASE NOTE: You must inform the Council of any changes which may affect your discount. If you knowingly give false or inaccurate information, you may be liable to a penalty.

What is Single Occupancy Discount?

The standard Council Tax Bill is based on an assumption that there are two adults living in a household. You are generally entitled to a 25% discount if you live alone, or if you or other people living with you do not count for Council Tax purposes, e.g. Students or under 18's.

What if someone moves out or their circumstances change?

Please let the Revenues & Benefits department know if there are any changes that affect your discount. This includes where:

- **Someone moves out.**
- **Someone moves in.**
- **A member of your household reaches the age of 18 years.**

The Council will check your discount entitlement from time to time. You may receive a review form asking you to confirm the details of people living in your home. If there is a change, your Council Tax bill will be amended from the date of any change.

Please return the completed application form to: Revenues & Benefits, Council Offices, South Street, Rochford, Essex SS4 1BW.