



Our Ref: **SOLEADULT**

Ask for: Revenues Section

Direct Dial No: **01376 557755**

Date:



Financial Services
Causeway House Braintree
Essex CM7 9HB
www.braintree.gov.uk
E Mail: counciltax@braintree.gov.uk

Name:

Address:

Council Tax - Sole Residence Discount Application
(i.e. you are the only person over 18 yrs old in the property)

A discount of 25% on Council Tax is allowed for people living alone or when all but one person, who live in the property as their main home, are disregarded for Council Tax purposes because they are:

- a. A student (and the above is their term time address)
- b. A long term hospital patient
- c. A resident in a care home
- d. An apprentice, YT trainee, etc.
- e. A care worker
- f. A school leaver under the age of 20
- g. A member of a religious community
- h. A person suffering from severe mental impairment

N.B. The above is a simplified list, but full details may be obtained by telephoning the Revenues Section.

In order to consider your application for status discount, please complete the relevant part of the application in full and sign the declaration. If you prefer, you can scan and email this form to counciltax@braintree.gov.uk

APPLICATION

PART A

If you are moving into the property as the sole adult resident.

I apply for a 25% discount of my Council Tax, as I am the only resident.	
Full name	Date discount applied from
Signature	Contact telephone number.....
Please enter your previous address if you have lived within the Braintree District	
.....	
.....	
.....	

PLEASE NOTE, THIS APPLICATION FORM IS TO CLAIM A DISCOUNT AS THE ONLY ADULT RESIDENT OVER 18. IF YOU ARE A 'SINGLE PARENT' WITH CHILDREN OVER 18 THE DISCOUNT WILL NOT APPLY.

PART B

If the application is being made following a person moving out.

Name of person(s), who has moved.....
Date of vacation
Forwarding address of person(s), who has moved or if no address known, please provide a work address or parents address if known:
.....
.....

Is the vacation permanent? YES/NO (If not, please specify reason for absence from the above address)	<input type="checkbox"/> Marital/relationship split?
	<input type="checkbox"/> Working away from home?
	<input type="checkbox"/> Holiday?
	<input type="checkbox"/> Other?)Please specify on a separate sheet)
Has the person liable to pay Council Tax changed? YES/NO	
If yes, are you?	<input type="checkbox"/> Resident freeholder
	<input type="checkbox"/> Resident leaseholder
	<input type="checkbox"/> Resident statutory/secure tenant
	<input type="checkbox"/> Resident contractual licensee
	<input type="checkbox"/> Resident

ALL APPLICANTS MUST COMPLETE THE DECLARATION BELOW. PLEASE READ THE ACCOMPANYING NOTES BEFORE SIGNING.

DECLARATION: I declare that the details stated are true and accurate to the best of my knowledge and belief.
Full name Signed
Date Contact phone number

IMPORTANT NOTE:

- **You must notify the Council within 21 days of any changes that may affect your application for discount. If you knowingly give false or inaccurate information, you may be liable to prosecution and a penalty.**
- **The information supplied may be used for other Council Revenues purposes registered under the Data Protection Act 1998.**

Please note the following:-

Should your circumstance change in a way that may alter your entitlement to this discount, you must notify me in writing within 21 days of that change. Under Regulation 16 of the Council Tax (Administration and Enforcement) Regulations 19 (as amended) it is your duty to do this. Failure to notify me of such a change may result in a penalty of £70 being imposed upon you. In some cases the Council may use the provisions of the Theft Act 1968 where it believes that false information has been knowingly supplied to obtain a financial benefit to which a person is not entitled. If you disagree with the decision relating to your application for discount, you may appeal to me in writing within 28 days of the date on this letter. You must explain why you disagree and send any information to support your argument. If we cannot agree, you may appeal to the Valuation Tribunal and the Clerk to the Tribunal will arrange a date for you to attend and give your reasons for the appeal.

You should continue to pay your existing instalments pending the outcome of any appeal. If your appeal is successful, you may be asked to complete a review form at a later date, but you will be entitled to a discount/exemption from Council Tax as long as the reasons you gave the Tribunal exist, and the Authority is satisfied that the entitlement continues to exist.

This 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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
For further information, see https://www.gov.uk/government/collections/national-fraud-initiative#public-sector Initiative or contact our Customer Service Centre on 01376 552525