Dear Council Tax – Single Adult Occupier Review at

Braintree District Council is obliged by law to review all discounts regularly.

A discount of 25% on Council Tax is allowed if you are the only person over the age of 18 living at the property.

(If you have other persons resident in your property but you think they should be disregarded for Council Tax purposes, please contact this office).

Unfortunately each year some of the applications for Single Person Discount are claimed falsely or people forget to tell us that their circumstances have changed. This results in higher amounts of Council Tax due from everyone in the Braintree District.

In order for us to verify your Single Person Discount, please complete this review and sign the declaration on the reverse. If your circumstances have changed, please complete the box below.

YOU CAN EMAIL THIS FORM TO counciltax@braintree.gov.uk
For smart phone users – complete the form, take a photo and email to counciltax@braintree.gov.uk

If you are no longer the only person resident in this property you must give details of all other residents over the age of 18.

<table>
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<tr>
<th>Full Name of Person and date of birth if 18 within 12 months</th>
<th>Relationship to account payer</th>
<th>Date moved in</th>
<th>Address moved from</th>
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Please note:
If this form is not returned duly completed, your discount will be removed and your details will be passed to our Fraud Section for investigation

Yours sincerely
Revenues Manager
I confirm that I am the only resident over the age of 18 and wish to continue to receive 25% discount on my Council Tax.

Full name ................................................. Date………………………………………..

Signature .............................................. Contact telephone 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 this office 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 this office 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 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 www.braintree.gov.uk/council and democracy/ National Fraud Initiative or contact our Customer Service Centre on 01376 552525