

SINGLE PERSON

Discount claim form

Name

Address

.....

..... Post Code

CARLISLE
CITY COUNCIL



www.carlisle.gov.uk

**How TO
PAY LESS
COUNCIL
TAX**

Ref. No.

What is a Single Person Discount?

- Council Tax is set by a local authority and is based on the valuation band that a property is placed in. However, the tax can be reduced in certain circumstances if someone is entitled to a Discount.
- The full Council Tax bill is worked out on the assumption that there are 2 adults in a dwelling. If only one adult lives in a dwelling as his or her main home, the bill can be reduced by 25%. If no one is living in a dwelling as their main home, the bill can be reduced by 10%.
- The bill will not be increased if there are more than 2 adults living in a dwelling.
- A discount relates to the "personal" element of the charge, to a maximum of 50% of the bill. The other half relates to the property element.

Want to know more?

- If you have any questions at all about the Single Person Discount, just ask and we will be pleased to help you.
- Call in or write to the Revenues & Benefits Services, Civic Centre, Carlisle CA3 8QG.
- Or, if you prefer, telephone us on **01228 817200**

**DO YOU WANT TO CLAIM?
if 'YES' please go to the next part**

PLEASE NOTE

The claim must be made by the person liable to pay the bill (or by an agreed representative).

Information needed from you

- Please complete the section below including the declaration and return the whole form to us.
- Please claim as soon as possible. The sooner you claim, the sooner your account can be checked to make sure that you are not paying too much.

Please give us your full name and address (if not shown)

From what date have you been the sole resident, aged 18 or over, living at this property?

If you became the sole resident as a result of change of circumstances in the household, please give details of the change, (including the forwarding address of anyone who may have moved out)

Declaration

I confirm that I am the sole resident at the above property and agree that the City Council can make reasonable enquiries to verify the information given on this form.

I shall notify the City Council immediately if my circumstances change

Signed:

Date:

Full Name:

Tel No.:

PLEASE NOTE

A penalty of £50 may be imposed where false or inaccurate information is provided or where there is a failure to supply any information requested by the City Council.

DATA PROTECTION – THE INFORMATION THAT YOU ARE ASKED TO PROVIDE MAY BE RECORDED ON COMPUTER AND IS SUBJECT TO THE DATA PROTECTION ACT 1984

We may allow access to Council Tax Information to other parties such as the Electoral Registration Officer, Police, Child Support Agency, Inland Revenue etc. as allowed by law.

What to do now

- Check that you have filled in the parts of the form which apply to you.
- Make sure you have signed the form.
- Take or send this form to the Revenues & Benefit Services, Civic Centre, Carlisle CA3 8QG.