



Penallta House
Tredomen Park
Ystrad Mynach
Hengoed CF82 7PG
Tel 01443 815588
Fax 01443 863358
E-mail: counciltax@caerphilly.gov.uk
Head of Corporate Finance
Nicole Scammell BA(Hons) ACMA

Tŷ Penallta
Parc Tredomen
Ystrad Mynach
Hengoed CF82 7PG
Ffôn 01443 815588
Ffacs 01443 863358
E-bost trethycyngor@caerffili.gov.uk
Pennaeth Cyllid Corfforaethol
Nicole Scammell BA(Hons) ACMA

Please download and complete the form in BLOCK CAPITALS and in BLACK INK then send to:

Council Tax Section
Penallta House
Tredomen Park
Ystrad Mynach
Hengoed CF82 7PG

COUNCIL TAX CLAIM FOR SINGLE PERSON HOUSEHOLD DISCOUNT

*Please see the DISCOUNTS section below to check if you have people living in your household whose presence at the property may **not** prevent the granting of a single person discount.*

FULL NAME: _____

I confirm that with effect from ____/____/____ I am the ONLY adult over 18 years of age living at:

Address:

_____ Post Code _____

I claim a single person household discount. *(If this is due to someone previously resident with you moving out, please give their full name below):*

Full Name: _____

Date The Above Person Moved Out ____/____/____

Forwarding Address

_____ Post Code _____

If you are claiming a Single Person Discount due to the death of another person in your household, please give their:

Full Name: _____

Date Deceased ____/____/____

If you are able to supply a copy of the death certificate, please do so as this will enable your claim to be processed more quickly. If you do not have a death certificate, it may take a little longer to process your claim.

*** PLEASE CAREFULLY READ AND THEN SIGN THE DECLARATION BELOW ***

DISCOUNTS -

If only ONE adult lives at the property, there is a discount of 25 per cent. People in the following groups do NOT count towards the number of adults resident in the household:

- Full time students, student nurses, apprentices, youth training trainees and foreign language assistants
- Patients resident in hospital
- People who are being looked after in care homes
- People who are severely mentally impaired
- People staying in certain hostels or night shelters
- 18 and 19 year olds who are at or have just left school (this applies until the next 1st November)
- Care workers working for low pay, usually for charities
- People caring for someone with a disability who is not a spouse, partner or child under 18 years of age
- Members of visiting forces and certain international institutions
- Members of religious communities (e.g. Monks and Nuns)
- People in prison (except those in prison for non-payment of Council Tax or a fine)

If you think you may be entitled to a discount, you should contact the Council Tax Section at the address above.

DECLARATION - THIS DECLARATION MUST BE COMPLETED

I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorise the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of council tax by Caerphilly County Borough Council.

Signed: _____ Tel No: _____

Mr Mrs Miss Ms

Full Name: _____ Date: _____ / _____ / _____
(Block Capitals)

WARNING - GIVING FALSE INFORMATION CAN RESULT IN A PROSECUTION

Data Protection Act 1998

The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:

- to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax.
- by authorised employees AND external bodies such as the Valuation Office Agency and Department for Works and Pensions, for the purpose of management, administration and collection of the Council Tax.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 815588 or e-mail foi@caerphilly.gov.uk.

Correspondence may be in any language or format – *Gallwch ohebu mewn unrhyw iaith neu fformat*
www.caerphilly.gov.uk