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Head of Corporate Finance
Nicole Scammell BA(Hons) ACMA

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Pennaeth Cyllid Corfforaethol
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Date issued:
Property Ref. No:
Account No:

Please write in BLOCK CAPITALS.
Complete only the relevant section(s) and return in the envelope
provided. If you would like more information or help with the form
please contact the Council Tax Section at the above address.

COUNCIL TAX CLAIM FOR SINGLE PERSON HOUSEHOLD DISCOUNT

YOUR FULL NAME: _____

I wish to claim a single person household discount with effect from ____/____/____ as I am the **ONLY**
adult aged 18 or over living at:

Address: _____
_____ Post Code _____

1. Full name of person who has vacated: _____

Date the person above moved out: ____/____/____

Their forwarding address: _____
_____ Post Code _____

Does this person have any intention of returning to the property **YES** ☐ **NO** ☐

If you have answered **YES**, please specify the following:

(a) The date that he/she intends to return ____/____/____

(b) The purpose/reason for their absence _____

OR

2. If you are claiming a Single Person Discount due to a bereavement in your household, please provide:

Full Name of the Deceased: _____

Date of death: ____/____/____

(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).

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

DISREGARDED PERSONS – If there is more than one person aged 18 or over resident in a property, a 25% discount may still apply as some groups of people do not count towards the number of adults resident in a household for council tax purposes. If all the occupants or, all the occupants but one fall into the following groups, please contact the Council Tax Section for further advice on how to make application for the reduction. Advice is also available on the council tax pages of the website www.caerphilly.gov.uk

- Full time students, student nurses, apprentices, youth training trainees and foreign language assistants
- Long-term 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/illness who is not a spouse, partner or child under 18
- 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)

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, Penallta House, Tredomen Park, Hengoed, CF82 7PG. Telephone number 01443 864322 or e-mail foi@caerphilly.gov.uk.

Forms are available in Welsh, other languages or formats on request.