

Tŷ Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG



Cyfarwyddwr Corfforaethol – Addysg a Gwasanaethau Corfforaethol
Corporate Director – Education and Corporate Services

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Date issued: from website
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 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 ****

Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.
This document is available in Welsh, and in other languages and formats on request.

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

Summary Privacy Notice - How we will use your information

The information provided will be treated in accordance with the General Data Protection Regulation. It will be used by authorised employees and external bodies for the following purposes:

The management, administration and collection of the Council Tax, to establish eligibility for other forms of statutory relief & allowances; to prevent and detect fraud, in order to protect public funds; for Electoral purposes; to locate individuals for safeguarding of children or vulnerable adult cases; to locate individuals in respect of local authority enforcement issues and to assist in the recovery of outstanding monies to the Council and to assist the Council in delivering public services.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please use the following link:

<https://www.caerphilly.gov.uk/CouncilTaxPrivacyNotice.aspx>

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