

Rushcliffe Borough Council

Revenues Services

Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG

Telephone 0115 981 9911 and ask for Customer Services

If you wish to discuss this matter with us in person please contact

The Rushcliffe Community Contact Centre, Rectory Road, West Bridgford.



Date of issue _____

Billing Number _____

**Council Tax – Single Person’s Discount Application
(where property is occupied by one person)**

The full Council Tax bill assumes that there are two adults living in a dwelling. If only one adult lives in a dwelling (as their main home), the Council Tax bill will be reduced by a quarter (25%).

If you are the only adult resident living at the address given above please sign the declaration below. The single person discount will be awarded from the date of issue. However, if you wish to claim the discount from an earlier date please supply confirmation in writing from an independent third party.

Declaration

Name of Applicant _____

I declare that since _____ (please supply date) I have been the only resident at the property address listed above and that the information I have given on this form is correct.

Signed: _____ Date: _____

Telephone number: _____ Email address: _____

(Providing this contact information will assist in dealing with your application)

WARNING – IF YOU KNOWLINGLY GIVE FALSE INFORMATION YOU MAY BE PROSECUTED

**You must notify the Council Tax office at the above address IF YOU CEASE TO LIVE ON YOUR OWN.
If you fail to do so you may be subject to a £70.00 penalty.**

People who live alone may be entitled to a further 25% discount – please see the guidance notes overleaf for more information.

Please note that we may pass your information to other services within the Council, other local authorities and government departments if the law allows it.

DATA PROTECTION – Information provided on this form may be recorded on computer and is subject to the provision of the Data Protection Act and the Council's registration

Guidance notes

Certain groups of people are not counted when looking at the number of adults who live in a dwelling. If you live alone and also fall into one of the following groups you may be entitled to an extra discount.

If you would like an application form, please tick the box that applies to you.

Full-time student, student nurse, apprentice, Youth trainee

Patient resident in hospital

Person in residential care home, nursing home, hospice,
Mental nursing home or hostel providing high level of care

Person who is severely mentally impaired

Person in hospital under the Mental Health Act 1983

Person staying at hostel or night shelter (e.g. Salvation Army)

Monks or nun

Person aged 18 or 19 who is at or who has just left school

Care worker on low pay, usually working for charity such as
Community Service Volunteers

Person caring for someone with a disability who is not a spouse,
Partner or child under 18

Convicted or remand prisoner, except a person in prison for non-
Payment of fines or Council Tax