



Hertsmere
Borough
Council

Revenues Department
Civic Offices
Elstree Way,
Borehamwood
Herts
WD6 1WA
Tel: 020 8207 7407
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Name & Address:

Ctax Account Number:

Single Adult Discount Application

The amount of Council Tax payable in respect of a dwelling will be subject to a discount if there is only one adult resident and he/she is not disregarded for the purposes of council tax.

1. Address of property (if different from above): _____

2. Full name of resident claiming discount: _____

3. Date you became sole occupier: _____

4. Please give names and dates of birth of any residents aged 16 or 17 _____

5. Are you the only adult resident as a result of bereavement? Yes ☐ No ☐

6. Have you always been the only resident at the property? Yes ☐ No ☐

If you have answered Yes to either question 5 or 6, please go to the declaration overleaf.

7. If you now live on your own as a result of a member of the household having recently left the property, please provide details of their move:

Full name: _____

Date of Vacation: _____

Address they now live at: _____

On what basis are they living at their new address (e.g. Living with parents, tenant etc.) _____

Is the address change permanent? Yes ☐ No ☐

If no what date will they return? _____

Do they have any ongoing legal interest in the property they have vacated, ie. Joint owner, joint tenant etc.

If yes please give details of their legal interest: _____

Please turn over

If yes, is there any intention to remove their name from the title of the property
or tenancy? Yes ☐ No ☐

If this has already been done what was the effective date? _____

DECLARATION: I declare that to the best of my knowledge, the information given on this form is true, accurate and complete and understand that this information will be checked.

I am aware I may be liable to a penalty for failure to provide information, or for knowingly providing false information and undertake to notify Hertsmere Borough Council of any changes in circumstances, which will affect my council tax liability.

Full Name (in capitals): _____ Date: _____

Signature: _____ Tel no (if any queries) _____

Hertsmere Borough Council manages personal data in accordance with the provisions of the Data Protection Act 1998. The act applies to personal information about living, identifiable persons.

We may share information with other departments in the council or our partners as the law allows and to improve the service to you.

Council tax data will be provided to the Audit Commission for data matching purposes in accordance with Section 6 of the Audit Commission Act 1998 as part of the National Fraud Initiative. This data will be used for cross-system and cross-authority comparison for the prevention and detection of fraud. For further information, see the council's web page on its Data Protection Policy, which provides further guidance on your rights and access to the Audit Commission's National Fraud Initiative web pages.