

**ACCOUNT REFERENCE NUMBER**

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**SOLE OCCUPIER DISCOUNT**

A person living alone is normally entitled to a 25% Discount on their Council Tax bill.

A person is classed as a resident in a property if they have their sole or main residence there, i.e. it is their main (or only) home. A person must be counted as a resident even though they may be absent for a long period eg persons working abroad or away from home, including servicemen and merchant seamen. Certain persons, however are disregarded when counting the number of adults resident for Council Tax Discount purposes. A list of such persons is shown overleaf and if you consider that you fall within one (or more) of the categories listed, please enter the category code letter(s) here

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If after having read the above you consider that you are entitled to a discount, then please read and sign the declaration below.

The purpose of this form is to ensure that all discounts are granted promptly and correctly.

**DECLARATION**

Re (address): .....

I have read the above notes about persons classed as resident. I DECLARE THAT I AM THE **ONLY** PERSON AGED 18 YEARS OR OVER WHO HAVE THEIR SOLE OR MAIN RESIDENCE IN THIS PROPERTY.

I understand that I have a legal duty to inform the Revenue Services Section if this position changes.

Full name (please print) .....

Signed ..... Date .....

Name(s) of person(s) who have left the property:

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Date of leaving .....

Forwarding address .....

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**WARNING** ANY PERSON WHO PRESENTS INFORMATION WHICH THEY KNOW TO BE FALSE IN ORDER TO REDUCE THEIR COUNCIL TAX LIABILITY MAY BE SUBJECT TO PROSECUTION FOR OBTAINING PECUNIARY ADVANTAGE BY DECEPTION. ANY EVIDENCE OF SUCH AN OFFENCE MAY BE PASSED TO THE POLICE.