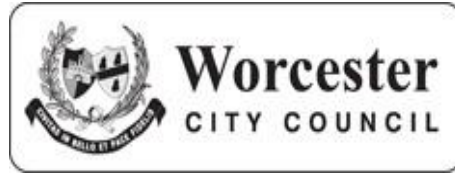




www.malvern hills.gov.uk



www.worcester.gov.uk



www.wychavon.gov.uk

APPLICATION FOR COUNCIL TAX SOLE OCCUPANT DISCOUNT

Please read the guidance notes overleaf and if you believe you are eligible for a discount (as the person named liable for Council Tax), complete this application form in full using black ink and return it to the address overleaf. If you have become the sole occupier due to a death, please complete Section B only. Otherwise, complete Section A only. Failure to provide any of the information requested may result in unnecessary delays.

Section A (if you have always been or have recently become the sole occupier because someone has vacated)

Account or property reference (if known):
Full name of applicant:
Full address of property for which discount is being claimed:
Are there any residents aged under 18 years old? YES NO
If YES, what are their full names and their dates of birth?
1. / /
2. / /
3. / /
Date from which you wish to claim the discount: / /
Are you the sole adult occupier? YES NO
Have you always been the sole adult occupier? YES NO
If YES, please sign and date the declaration overleaf. If NO, please answer the following questions.
Full name of person who has vacated:
Relationship to you: Joint tenant or owner: YES NO
Exact date that they vacated the property: / /
Is this a permanent situation: YES NO
Full residential address of person who has vacated:
Have they removed all their personal belongings: YES NO
If YES, please confirm the date they removed all their personal belongings: / /

Please continue overleaf to view declaration and sign.../

Section B (if you have become the sole occupier due to a death)

Account or property reference (if known):	
Full name of applicant:	
Full address of property for which discount is being claimed:	
Are you the sole adult occupier?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any residents aged under 18 years old?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES , what are their full names and their dates of birth?	
1.	/ /
2.	/ /
3.	/ /
Full name of person who has died:	
Date of death:	/ /

DECLARATION: I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED

Daytime telephone number:	
Email address:	
Do you wish to receive your bills by email?	YES [<input type="checkbox"/>] NO [<input type="checkbox"/>]
*Not compulsory but may help if we have any queries.	
Full name:	Signed:
	Date: / /

Guidance Notes

The Council Tax is charged on the basis that 50% is property tax and 50% is personal tax. The personal element is charged on the basis that there are two adults resident in the dwelling. When only one adult resides in the property, a 25% discount applies.

If you are applying for Sole Occupant Discount due to someone vacating your property the Council must be satisfied that your property is no longer their sole or main residence in order to grant the discount.

In order to process your application the Council may need to contact you for further information.