



Bedford Borough Council

LOCAL TAXATION OFFICE BOROUGH HALL
CAULDWELL STREET, BEDFORD MK42 9AP
Telephone Bedford (01234) 718097

Email: localtax@bedford.gov.uk Web: www.bedford.gov.uk

For Office use						LSINGLE					
UPRN											
PIN											

Council Tax Single Resident Discount Application

If a property is occupied by only one adult (i.e. a person aged 18 or over) as their sole or main residence, the Council Tax bill will be discounted by 25%. To apply for a Single Resident Discount, please complete this form using CAPITAL LETTERS and return to the Local Taxation Office at the address above.

Address of property for which discount is claimed

Full name of resident claiming discount

Date discount is claimed from (the date you became the only adult occupier)

/ /

Please provide the names of all other residents at the property who are aged 17 and over (Please provide dates of birth only if they are aged 17)

Full Name	Date of Birth

Have you been the only adult resident from the date you moved into the property? Yes No

Is the above property your only home? Yes No
If you have answered 'NO' we may need further information in order to determine your discount entitlement. A further questionnaire will be sent to you if necessary.

Are you now the only adult resident as result of a bereavement? Yes No
If you have answered YES please go straight to the Declaration on the reverse of this form

Continued

If you are now the only adult resident as a result of another adult having left the property, please provide details of their move

Their full name

Their relationship to you
(e.g. partner, child etc.)

Date they left the property

Their New Address

What is their interest in their new address?

Owner Tenant Lodger Other (please give details) _____

Is the change of address permanent?

Yes No

If NO, what is the nature of their absence and when do they intend to return

Have they removed the majority of their possessions from the property?

Yes No

If they have left due to marital separation have any legal separation or divorce proceedings been commenced?

Yes No

Do they have any ongoing legal interest in the property they have vacated?
i.e. are they the joint owner/tenant?

Yes No

If YES, is there any intention to remove their name from the title of the property/tenancy?

Yes No

Any other information you may wish to provide

Declaration

As far as I know the information I have given is accurate and true. I understand that to supply false information may result in prosecution.
I authorise the Local Taxation Office to make any enquiries necessary to verify the information given.
I undertake to notify the Local Taxation Office of any change in circumstance which may affect my entitlement to this discount. I understand that failure to do so, within 21 days, may result in a penalty being incurred by me.

Your Signature Date/...../.....

Daytime Telephone Number..... Email.....
(you do not have to give a telephone number or email but it would be helpful in case clarification is needed).

DATA PROTECTION

Personal information held for Council Tax purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for Council Tax purposes within this Authority for data matching purposes. It may also data match information provided for Council Tax purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.