

Council Tax - Application for Single Person Discount

SINGLE PERSON DISCOUNT

Single Person Discount is applicable where only 1 adult has their main residence in a particular property. By adult we mean a person aged 18 years or older. If your application is successful a 25% reduction in your bill will be made from the date only 1 adult became resident. **New payment documentation will be issued, in due course, showing the revised balance. Please continue to make payments with your current payment documentation until you receive your new payment documentation.**

If you require assistance in completing this form please call in to our Enquiry Office at the following address or telephone direct on 01382 431205.

Important Note: This form can be completed on-line but then it must be printed, signed and returned either:

by post to:

Dundee City Council
Director of Finance
P.O. Box 216
Dundee
DD1 3YJ

or handed in to our Enquiry Office at:

Dundee House
50 North Lindsay Street, Dundee
Open: Monday, Tuesday, Friday 8.30am – 5.00pm
Wednesday 9.30am - 5.00pm

APPLICANTS DETAILS

Forename:

Surname:

Address:

Council Tax Account Number:

(You'll find this on your payment documentation for your address)

Date only 1 adult became resident:

(Please use dd/mm/yyyy format)

OTHER DETAILS

If you are applying for this discount because someone has moved out of the property please give their details:

Name:

Forwarding Address:

Important – Please read the information below before signing and returning this form

We must protect the public funds we handle and so we may exchange information about you with other government departments and other local authorities in order to check the accuracy of information; to prevent or detect crime; or protect public funds in other ways as allowed by law. We will not release information about you to anyone outside this council unless the law allows us to.

We cannot consider reducing your bill without a signed application.

- I hereby certify that I am the sole adult occupier of the above property.
- I declare that the information given in this application is, to the best of my knowledge and belief correct.
- I understand that I must notify you, should someone resident become 18 years of age or someone 18 years or over move into the property.
- You may be liable to a penalty if you deliberately give false information or deliberately omit relevant information.

Thank you for completing this application form. Please print the form and remember to sign it before sending it to us.

Signed:

Date: