



Tel : 01923 278466
 Email : counciltax@watford.gov.uk
 : counciltax@threerivers.gov.uk
 Website : www.watford.gov.uk
 : www.threerivers.gov.uk

Date of Issue :
 Property Ref :
 Account Ref (if known) :

Please complete this form as appropriate and return it to :

Application for Single Person's Discount

**Revenues & Benefits Services
 Town Hall, Watford, WD17 3EX**

PART A – Taxpayers Details

Name:	Telephone Number:
Property Address:	
Details of person who has left including a forwarding address:	
E-mail Address:	

PART B – Single Person Discount

If you are the only person over 18 who has their “sole or main residence” at this address, you can claim the Single Person Discount of 25% off your Council Tax. In order to determine a person’s sole or main residence please complete the questions overleaf.

Exact date when you became the sole occupier:	
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If you require Single Person’s Discount to be backdated, please supply any relevant documentation to support this application. i.e. copy of utility bills, stating the date you moved in.

Declaration

<p>I understand that I am required by law to tell the Council within 21 days if my circumstances change which then affects my entitlement to this discount and that I may be liable to a penalty if I fail to notify you.</p> <p>I also understand that the information on this form may be used in connection with the administration of Council Tax, and may also be used by other Council departments, the Department of Work & Pensions and other public bodies for the prevention of fraud.</p>	
Signature:	Date:

Please return this form to the above address

(please see overleaf)

Sole or Main Residence

- 1) Does the person who has left, intend to return at anytime in the future? Yes
No

If yes please provide details of when they intend to return:

- 2) Where is the person who left now living?

- 3) Where are most of the possessions of the person who is leaving kept?

Is it at the current address? Yes No

Is it at the new address? Yes No