



# HARBOROUGH DISTRICT COUNCIL

Revenues and Benefits Service, PO Box 10004, HINCKLEY, LE10 9EJ

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E-mail: counciltax@harborough.gov.uk Website: www.harborough.gov.uk

**A** Name & Address

**Date of Issue**  
**Property Reference**

Property for which discount is being claimed

**REMEMBER:** IF YOU QUALIFY FOR A DISCOUNT YOU MUST NOTIFY THE COUNCIL IF OTHER PERSONS COME TO LIVE IN YOUR PROPERTY OR IF DISREGARDED STATUS CHANGES (failure to do so could lead to a fine)

## COUNCIL TAX - APPLICATION FOR SOLE OCCUPANCY DISCOUNT

(Please refer to the notes overleaf - For further information please telephone the above number)

**B** Full name of resident occupier: MR/MRS/MISS/MS

**C** Legal Status Of Occupier (please tick)

|            |                          |             |                          |        |                          |                        |                          |                                   |                          |
|------------|--------------------------|-------------|--------------------------|--------|--------------------------|------------------------|--------------------------|-----------------------------------|--------------------------|
| SOLE OWNER | <input type="checkbox"/> | JOINT OWNER | <input type="checkbox"/> | TENANT | <input type="checkbox"/> | LICENCEE OR SUB TENANT | <input type="checkbox"/> | OTHER<br>Please clarify Below (H) | <input type="checkbox"/> |
|------------|--------------------------|-------------|--------------------------|--------|--------------------------|------------------------|--------------------------|-----------------------------------|--------------------------|

**D** Date from which the Sole Occupier discount is required From:  /  /  To: (if applicable):  /  /

**E** Names of all adult occupiers of the dwelling (i.e. persons over 17 years of age)

| Forename(s) | Surname | Date of Birth (if 17 or 18) | Disregarded Persons Status<br>Enter Letter A-J (see overleaf) |
|-------------|---------|-----------------------------|---------------------------------------------------------------|
|             |         |                             |                                                               |

**F** Name(s) and forwarding address(es) of person(s) vacating

| Name | Date of Leaving | Forwarding Address | Reason for Leaving (see below) |
|------|-----------------|--------------------|--------------------------------|
|      |                 |                    |                                |

**G** Will the persons named above be returning to this address in the future? (please tick)

NO  YES

If YES, please give expected date of return:  /  /

**H** Other information, which you wish to provide, in support of this application.

**I** **Declaration** I declare that the information I have given is true and accurate to the best of my knowledge and belief. I authorise the Council to verify this application from other sources. I undertake to advise the Council of any changes which may affect my entitlement to discount. I understand that making a false declaration could render me liable for prosecution.

See the section overleaf titled How we will use your information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Telephone Numbers - Optional in case of query (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

## General notes

1. Discounts are not claimable in respect of short periods of absence (e.g. for holidays, or short stay hospital treatment).
2. Usually if there is only one person aged over 18 living in the property there is an entitlement to 25% discount.
3. Usually if there is more than one person aged 18 years of age living in the property and all but one of the residents are disregarded for Council Tax purposes then the 25% discount will apply.
4. Usually if all the occupiers who are over 18 are disregarded for Council Tax purposes then the 50% discount will apply.

The following people will be disregarded (in the Head Count) for Council Tax if they meet the relevant conditions; so you should enter the relevant letter (A-J) against their name(s) overleaf:-

- (A) Full time Students, Student Nurses, Apprentices and Youth Training Trainees.
- (B) Long Term Hospital Patients.
- (C) People in Care or Nursing Homes.
- (D) People who are severely mentally impaired.
- (E) People staying in hostels or night shelters.
- (F) Members of Religious Order / Communities.
- (G) 18 and 19 year olds who are at, or have just left, school.
- (H) Care workers working on low pay (usually for charities).
- (I) People caring for someone who is in receipt of certain State Benefits and who is not a spouse, partner or child under 18.
- (J) Convicted and remand prisoners (unless they are in prison for non-payment of fines, including Council Tax).

## Special note

It should be noted that there may be instances where people who are temporarily absent (e.g. because of their work) will be considered to still be resident because the Council has to determine whether your address continues to be their sole or main residence.

It is particularly important that you fill in all sections of this form to enable the correct decision to be made in respect of your discount application. If you wish to provide additional information in support of your application, please do so on a separate sheet of paper if necessary.

## How we will use your information

Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information. It will be used by Harborough District Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. For further information about how your information is used and your rights to access information we hold about you, please contact Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG. Tel: 01858 828282. email: FOI@harborough.gov.uk or view our online privacy notice at <http://www.harborough.gov.uk/information>