

Account Ref:  
Property Ref:

Contact: **Revenues**  
Telephone: **01246 217600**  
Fax: 01246 217444

Date:

Dear

## **COUNCIL TAX SINGLE OCCUPIER DISCOUNT CLAIM FORM**

Council Tax Regulations allow for a 25% discount to be awarded if a property is occupied by only one person aged 18 or over. If you wish to apply for this discount, please complete this claim form and return it to the address shown above.

Date from which you wish to claim the discount:

Number of persons aged 18 or over that live in the property:

Provide the full names and dates of birth for any persons aged 16 or 17:

1.	<input type="text"/>	Date of Birth	<input type="text"/>
2.	<input type="text"/>	Date of Birth	<input type="text"/>

If you are claiming a discount because of a change in the number of occupiers please provide the following information:

The date of the change:

Reason:

If the reason for the change is that a person has moved out please provide their forwarding address:

**Declaration:** I hereby certify that, to the best of my knowledge and belief the above information is complete and accurate. I understand that I am required to notify the Council within 21 days of any change in circumstances that may affect my entitlement to a discount and that failure to do so may lead to a fine or penalty.

Print Full Name:

Signature:

Yours faithfully

Date:

  
Director of Corporate Services

Email: [revenues@ne-derbyshire.gov.uk](mailto:revenues@ne-derbyshire.gov.uk)