

Council Tax Discount Application

SOLE OCCUPANCY

The person liable to pay the Council Tax should complete this form. If you need help or advice, please contact the Council Tax Team.

Council Tax reference number:	
Full name:	
Address:	
Telephone number:	
Email address:	

From what date have you been the only person aged 18 or over living in the property?	
Please provide the names and dates of birth of any children living with you:	
Please confirm the name(s) of any resident(s) who have recently moved out	
What is their new address?	
Have they moved out permanently or are they likely to return?	
What is the reason they moved out (e.g. work purposes, caring for relatives, relationship breakdown)?	

Do you own or rent any other property?

Yes ☐ **No** ☐

If yes, please provide a copy of your latest Council Tax bill for that property with this application

At which address are you registered to vote?

At which address are you registered with your GP?

Declaration

Please sign below to confirm that the information given on this form is correct and that you understand that you must notify us immediately if you believe that you are no longer eligible for this discount. Failure to do so may result in a large, backdated bill if it later transpires that you are no longer entitled to the discount as part of our annual review process.

Signature:

Date:

Please note, we are only able to backdate the discount to the beginning of the financial year in which the application is made.

This form should be returned to the Council's offices at Town Hall, The Parade, Epsom, Surrey, KT18 5BY or sent via email to counciltax@epsom-ewell.gov.uk

DATA PROTECTION

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 2018.

This Authority is under a duty to protect the public funds that it administers and, to this end, may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing and administering public funds, solely for these purposes.

IMPORTANT

You do not have to complete this form unless you wish to claim a discount but if you provide false information, you may be subject to a penalty of £70 and prosecution under the Theft Act 1968.