



Any enquiries about this application should be made to the Council Tax Discount Section at the above address or
Email central.services@calderdale.gov.uk
Telephone (01422) 393631

SECTION A	EXPLANATORY NOTES.
<p>Council Tax is made up of a property element of 50% and a personal element of 50%. The personal element assumes that there are two persons over the age of 18 (adults) living in the property. If there are more than two adults resident the bill is not increased, however, if there are less than two residents the bill may be reduced.</p> <ol style="list-style-type: none"> For discount purposes certain groups of people are ignored (disregarded) when counting the number of adults in the household. This means that in certain circumstances a household with two or more resident adults may still qualify for a discount providing that all of them (or all but one of them) fall into one of the classes shown in Section D overleaf. If there are two or more residents in the property aged 18 or over who are not entitled to a status discount then no discount can be allowed. A person can also qualify for a discount if he or she is the only person aged 18 or over living in the property. When you have filled in the details in section B please read and sign the declaration (Section C) and then send the form back to the above address as soon as possible 	

PLEASE ANSWER ALL QUESTIONS – FAILURE TO DO SO MAY DELAY YOUR APPLICATION.

SECTION B	APPLICATION DETAILS. (Please complete in block capitals)
Applicant's Name _____	Reference Number (shown on the bill) _____
Address _____ _____ _____	
Telephone Number for contact _____	
What date did you move into the property?	<input type="text"/>
Date from which you wish to claim a discount?	<input type="text"/>
How many people aged 18 or over (including yourself) live in the property?	<input type="text"/>
How many of those people are eligible for a status discount? (See section D Overleaf)	<input type="text"/>
If your claim has arisen because someone has recently left the property please provide the following details for that person:-	
Name _____	
New Address (if applicable) _____ _____ _____	
Date left the property	<input type="text"/>

SECTION C	DECLARATION
<p>As far as I know all the information I have given is accurate and true. I agree to tell the Council immediately if the circumstances change or I think that any reduction given as a result of this application should not apply.</p>	
Name _____	Signed _____ Date _____

COUNCIL TAX

**APPLICATION FOR SINGLE
OCCUPIER DISCOUNT.**

SECTION D	PERSONS ELIGIBLE FOR STATUS DISCOUNT
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The following are categories of people who qualify for a 'status' discount. Please put a tick in the appropriate box if you think that anyone else living at the property may qualify. An application form will be sent to you.

- Persons in detention
- The Severely Mentally Impaired
- Persons over 18 in respect of whom child benefit is payable
- Students
- Apprentices
- Student Nurses
- Youth Training Trainees
- Hospital Patients
- Patients in Nursing or Care Homes
- Carers
- Residents of Hostels
- Members of Religious Communities
- Members of International Headquarters and Defence Organisations
- Persons with a relevant association with a visiting force

Please note:

“Calderdale MBC will ensure that any personal information provided by you on this form will be treated in accordance with the provisions of the Data Protection Act 1998. Calderdale MBC is the Data Controller of the information you have provided on this form and is registered with the Information Commissioner’s Office for the purposes of processing your personal information in relation to your application.

The Council must protect the public fund it handles and so may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds. The Council will not share your information for any other purpose without your explicit consent.

For further information about Data Protection please email the council’s Information Manager on information.management@calderdale.gov.uk

SECTION E	FOR OFFICIAL USE
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Comments:

Processed by _____ Code _____ Date _____