

	 <p>0800 804 6316 Nps.sutton.spd@northgate-is.com Open: 8:30 to 17:00 Monday to Friday</p>	
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«Title» «Forename» «Surname»
 «Mailing PAO»
 «Mailing Street»
 «Mailing District»
 «Mailing Town»
 «Mailing County»
 «PostCode»

Important: Response required
Account number: «AccountRef»

Address of Property: «Property PAO» «Property Street» «Property District» «Property Town» «Property County» «Property PostCode»
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Date of Issue:

Dear «Title» «Surname»

COUNCIL TAX – SINGLE PERSON DISCOUNT REVIEW

We are in the process of reviewing current claims for Council Tax single person discounts. According to our records, you are currently receiving a 25% discount on your account because you are the only adult over 18 living at your property.

- We will shortly be performing further and more detailed checks on household residency in order to validate claims for Council Tax single person discount.
- These residency checks will be performed in conjunction with an external agency.

If you are no longer the only adult over 18 living at the property, please fill in the names and other details for all the other adults who now live in the property and complete the declaration below. Please see the guidance notes overleaf for details of adults who are not counted for Council Tax purposes.

We may cancel your discount from the date you first claimed it or it was last checked if you do not respond to this letter promptly. Even if you are in receipt of Council Tax Reduction you still need to respond.

Name(s) of other adult(s) living at the property	Date they moved in	Their relationship to you	Their previous address

I declare that my household circumstances have changed as shown above and the information that I have provided on this form is correct and complete.

If, however, you are still entitled to claim the single person discount, you must complete the declaration below:

I declare that I continue to be the only adult over 18 resident in this dwelling and wish to apply for a continuation of my 25% Council Tax single person discount.

Anyone who knowingly supplies false information may be liable for a fine under the provisions of the Local Government Finance Act 1992 and regulations as well as the additional Council Tax.

Signature: _____

Print name: _____ Date: _____

AWAccountRef

GUIDANCE NOTES

You must complete this form and return it in the pre-paid envelope provided within the next 14 days so that your Council Tax discount can be confirmed or removed.

Failure to complete and return the form may result in you losing your discount. You must send the form back, **even if you have recently given similar information to us**. Please return the form in the pre-paid envelope provided or to **Single Person Discount Review, PO Box 8028, Swadlincote, DE11 1FG**. This is the address of the agency who are carrying out this work in conjunction with the Council.

If you need any help completing the form please ring the hotline telephone number 0800 804 6316. Please do not call the council directly about this letter.

Adults who do not count for Council Tax purposes

The following groups of adults are disregarded when counting the number of adults living in a property. If anyone belonging to any of these groups normally lives at your address, please fill in details of their name(s), date(s) of birth and the number(s) of the group(s) into which they fall in the spaces below:

1. Patients whose main residence is in hospital
2. Persons in residential care homes/nursing homes/hostels
3. Youth Training trainees/apprentices
4. School leavers
5. Young people aged 18 or 19 still in full-time education
6. Students and Student Nurses
7. People aged 18 or 19 for whom Child Benefit is payable
8. People in detention
9. Severely mentally impaired
10. Carers

Name	Date of birth	Category (as above)

People attaining the age of 18

Is anyone living in your household who will become 18 within the next 12 months? If so please give their name & date of birth

Name	Date of birth

Contact details

Please provide your telephone number(s) and e-mail address in case we need to contact you again.
 Daytime
 Evening
 Mobile
E-mail address

PLEASE NOTE: The personal information you have supplied on this form will be used for Council Tax purposes and may be shared with other Council Departments, the Police and other public bodies for the purposes of recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998