

## Council Tax application for Single Resident Discount

### Single Resident Discount

*(Please read qualifying criteria attached before completing this form)*

Please return the completed form in one of the following ways:

Email to South Norfolk - [counciltax.snc@southnorfolkandbroadland.gov.uk](mailto:counciltax.snc@southnorfolkandbroadland.gov.uk)

Email to Broadland - [counciltax.bdc@southnorfolkandbroadland.gov.uk](mailto:counciltax.bdc@southnorfolkandbroadland.gov.uk)

Post to - The Horizon Centre, Peachman Way, Norwich, NR7 0WF

Account Reference:

Name of applicant:

Address of property:

Are you a new occupier of the property: Yes      No

If Yes go straight to section 2

#### Section 1 – To be completed by existing occupiers

Name of person who has left the property:

Date of vacation:

Their forwarding address if relevant / known *(this will help us to validate your claim)*

Reason for Leaving (i.e. Separation, moving to set up own home etc)

Has the person left permanently: Yes      No

If **NO** please provide reason for leaving and expected date of return:

#### Section 2 - Declaration

Are you the only person aged 18 or over living in the property?      Yes      No

I declare that the above information is correct to the best of my knowledge and belief. I understand that I am required to notify the Council within 21 days of any changes in the circumstances and that failure to do so may render me liable for a penalty.

I authorise the council to make any enquiries necessary to verify the information including exchanging information with external agencies in order to check my claim.

Signed:

Date:

Telephone Number:

E-mail Address:

## QUALIFYING CRITERIA

A person may qualify for single resident discount, if they are the only adult aged 18 or over living in the property as their sole or main residence.

A full Council Tax bill is based on at least 2 adults living in a home. Adults are those aged 18 or over. You get 25% off your bill if you live on your own, or you live with someone who is not counted ('disregarded') for the purposes of Council Tax.

For example, a single parent with no children over the age of 18 would receive 25% off their Council Tax bill. You do not pay more if you have more than 2 adults living there.

## Privacy Notice

### How we use your data

South Norfolk Council / Broadland District Council takes your privacy seriously and is the Data Controller in respect of the information collected on this form. The Council that you apply to is the 'Data Controller' for your personal data.

PLEASE NOTE: Where there is a legitimate reason to do so, information which is collected for the administration of Council Tax may be shared with other departments within the relevant Council.

To view our full Privacy Notice, please see our website:

<https://www.southnorfolkandbroadland.gov.uk/data-protection/south-norfolk-council-data-protection>. If you are unable to access the Privacy Notice online, please let us know and we will send it to you in the post.



Broadland - [counciltax.bdc@southnorfolkandbroadland.gov.uk](mailto:counciltax.bdc@southnorfolkandbroadland.gov.uk)  
South Norfolk - [counciltax.snc@southnorfolkandbroadland.gov.uk](mailto:counciltax.snc@southnorfolkandbroadland.gov.uk)