

Single person discount

You can get 25% off your bill if only one person lives in a property. People under 18 are not counted, but you must tell us when any person living in the property becomes 18. You can still get a reduction if they are a student, at school or an apprentice, this is known as a disregard discount .

If you are applying for a single person discount because you are now the only person living in the property, please use the form on the website to tell us the names of the people who have moved out, their new address and the date they left.

Disregard discount

Some people don't count towards paying the council tax and are disregarded.

If two or more people live in a property

- You can get 25% off your bill if only one of the people counts towards paying the council tax
- You can get 50% off your bill if no one who lives there counts towards paying the council tax.

People discounted from Council Tax	Conditions needed to qualify for a discount	What we require from you	How long will the discount last?
Anyone who is 18 or 19 and either still at school or in full time education	They must be receiving child benefit	A letter from the school or college confirming the type of study they are undertaking and confirmation child benefit is in pay.	Until 1 November of the year they leave school or until they become 20 years old.
Anyone who is 18 or 19 and has just left school		A letter from the school that gives their date of birth and the date they left school	Until 1 November of the year they left school
Apprentices	An apprentice is defined as: Someone employed to learn a trade or business and studying for an NCVQ or equivalent and their	A letter from the employer or copy of the contract of employment, confirming gross weekly salary and the purpose	Until the person ceases to be an apprentice.

	salary must be less than £195.00 per week	of the employment is to learn a trade and the person is undertaking a programme of training leading to an NCVQ qualification.	
People on youth training schemes	The person must be under 25 years old	Written confirmation they attend a recognised youth training scheme.	Until the person becomes 25 or ceases to be training or the scheme ends
Anyone who is permanently in a hospital or care home	Temporary stays in a hospital or care home do not count.	Name and address of the hospital or care home, date admitted and confirmation the stay will be permanent	Whilst the person remains a patient
Volunteer care workers	This must be a person employed for 24 hours or more per week as a volunteer care worker by a charity or similar organisation. They must be paid less than £36.00 per week	A letter from the person's employer confirming the gross weekly pay and the average number of hours worked per week	Whilst the person remains a volunteer care worker
People who are severely mentally impaired	This will be for a person living in the property with someone. NB There can be no reduction if two or more people in the household are counted for Council Tax purposes, Apply if you are not sure so that we can check.	Certification Form completed by Doctor confirming illness, Proof that the person is in receipt or entitled to the correct benefit eg ESA, Attendance Allowance, Disability Living Allowance (Care Component) Personal Independence Payment.	Whilst the person circumstances are the same and no change in household occupancy
People providing care	This will be a person living in the same property with someone for whom they provide care for at least 35 hours per week on average. This does not apply to spouses or the parents of children under 18.	Written confirmation that the person is providing care, giving details. Proof that the person receiving care is in receipt of either High Rate of Attendance allowance, Increased rate of	Whilst the person circumstances are the same and no change in household occupants

		Disablement Pension or Highest Rate Disability Living Allowance (Care Component) Personal Independence Payment (standard or enhanced rate)	
Members of religious communities	The person must be a member of a religious community, be dependant on them for their material needs and must have no income or capital of their own.	Proof that they receive no income and have no capital. A letter from the head of the religious community that confirms its full name and address, its principal occupation and any income the person receives from the community	Whilst the person remains a member of the religious community
Diplomats, members of visiting forces or international headquarters and their dependants		Written confirmation of the occupier's status is required from the Embassy or international organisation headquarters. Or for visiting forces a certificate under sec 11 of the Visiting Forces Act 1952	Until the diplomat or member of visiting forces or international organisations leaves the property.
Anyone who is in a hostel or shelter		A letter from the hostel/night shelter confirming the dates the person entered the establishment and is expected to leave.	Until the person leaves the hostel.
People in prison	People in prison for not paying local taxes or fines will not qualify	Name and Prison No, Name of Prison, Date detention began and expected date of release	Until the prisoner is released
Annexe	If you live in an annexe and you	A letter from the owner of the	A 50% discount whilst the person

	are related to the person liable to pay the council tax of the main dwelling	property stating the relationship to the occupier of the annexe.	remains a resident in the annexe.
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Students

For council tax purposes to qualify as a full time student, you must

- Attend a recognised higher education establishment for at least 24 weeks per academic year and
- Study for at least 21 hours per week and
- Provide a student certificate

A Student certificate can usually be obtained from your university or college registrar. It should confirm your full name, the start and end dates of your course, and give details of your hours of study. No other proof of student status will be accepted.

- If your property is only lived in by full time students, you will be exempt from council tax under class **N**.
- If the property is a student's hall of residence, it will be exempt from council tax under class **M**.
- If some but not all the people living in the property are full time students, you may be able to claim a disregards discount.

Other people who may qualify for student discount or exemption:

Full time students	A student certificate for each student
Foreign language students	Written evidence that they are registered with the Central Bureau of Educational Visits and exchanges
People under 20 years studying a full time course of further education eg A levels ONC or OND	A letter from the school or college confirming the students date of birth, the type or course they are studying, and the start and end dates of the course.
A non-British spouse or dependant living with a full time student.	A student certificate for the student and a copy of the dependents visa that shows they are unable to work in the UK or claim benefits.

You will not qualify as a student if you are taking evening classes, job related training home study courses, distance learning courses or Open University courses.

If all the occupiers are students, you may apply for

Class	Description	What we require from you	How long will the exemption last?
M	Halls of residence	Written confirmation from the University or college that the property is predominantly occupied by students	Whilst the property remains a hall of residence
N	Property only occupied by full time students	A student certificate for each person living there	Until the course of study ends for one or more of the students living there.

If some of the occupiers are not students, you may apply for the disregards discount. You must send us the same proof as needed to claim an exemption.