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APPLICATION FOR A COUNCIL TAX DISCOUNT

Please give your full name

Please give the full address and postcode of your property

If you know your council tax account number please write it here

Please read the information contained in the document on our website entitled Council Tax Discounts to see if you qualify for a reduction in your council tax. If you meet the conditions for a reduction, please apply using this form. When completed please send it to the address at the top of the form. You must continue to pay your council tax as shown on your bill until you are informed that the reduction has been awarded.

Please tell us which discount you are applying for by ticking the box which applies.

Single person discount (SECTION A) Disregard discounts (SECTION B)

SECTION A: Single person discount

A person is entitled to have their council tax reduced by 25% if only one person over the age of 18 occupies the property.

Please give the exact date you became the sole occupier

If you are applying for a discount because somebody has moved out of the property please give the following information about them.

Full Name

Full Forwarding Address and postcode

Date moved out

Reason for Leaving

Is there anyone living in the property who will become 18 in the next 12 months? YES/NO

If YES, please give

Full Name

Date of birth

Full Name

Date of birth

SECTION B: Disregard discount

A person is not counted for the purposes of council tax if they can be disregarded (see Council Tax Discount document on website for a list of disregard reasons). Please give the following information about all residents of your property that currently fall within one or other of the disregarded categories. Please remember to enclose the relevant proof for each case when you submit this form.

Full Name Disregard start date

Disregard reason Disregard end date

Full Name Disregard start date

Disregard reason Disregard end date

Please continue on a separate piece of paper if necessary.

SECTION C: Property Discount

A Property which is uninhabitable and/or undergoing major building repair works can receive a discount (please supply details about the property)

Property Address

Date property became uninhabitable

Is the work classed as major repair work or structural alterations?

Brief Summary of the work required to render the property habitable

Please continue on a separate piece of paper if necessary.

DECLARATION (all applicants must complete this section)

I wish to claim a discount and declare that the information given on the form is correct and complete to the best of my knowledge. I understand that I am obliged to inform the Council of any changes in the details given on this form.

Signature.....Date.....

Print Name.....

Contact Telephone No.....

E-mail address.....

DISCLOSURE OF INFORMATION

Thank you for the information you have provided on this form. The information provided will be used to assess your application for a discount. We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government departments and Local Authorities. We will not disclose information about you to anyone outside Hartlepool Borough Council nor use information about you for other purposes unless the law permits us to. Hartlepool Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, please do not hesitate to contact us.