

Please quote: Council Tax/Single Person Claim Form  
Your reference: As shown on your bill  
Date:  
Please ask for:  
Telephone direct: (01424) 451081  
E-mail: counciltax@hastings.gov.uk  
Web: [www.hastings.gov.uk](http://www.hastings.gov.uk)



**Revenues and Benefits Service**  
Aquila House, Breeds Place  
Hastings, East Sussex  
PO Box 176  
TN34 1PY

### **COUNCIL TAX: SINGLE PERSON DISCOUNT CLAIM FORM**

If only one adult (over 18 years old) lives in a dwelling (as their main home) the Council Tax bill may be reduced by 25%.

Please complete your details in the boxes below and overleaf then return the whole form to the address shown above. Please note that if I do not receive this form within the next 21 days I shall assume that you no longer wish to proceed with your claim.

If you have any query about the form, or require any assistance to complete it, please do not hesitate to contact my office on the above number.

#### **1. Account Reference – (This can be found on your current Council Tax Bill)**

#### **2. Your Full Name.**

#### **3. Full Address.**

#### **4. Are you the only adult living at the property ?**

YES

NO

**5. If someone has vacated, please give the details below: Full name (s) of the person (s) vacating.**

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**6. New Address.**

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**7. Date they permanently moved out.**

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**8. Signature(s) of the person(s) vacating are required or you will have to provide supporting evidence such as a tenancy agreement or a mortgage statement to confirm your single status.**

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**9. Declaration**

I declare that the information given above is true and I understand that it is an offence deliberately to give false information.

I also understand that if any of my circumstances change and I am no longer entitled to a single person discount then I must inform you within 21 days of the change taking place.

Signature:	Date:
You are not legally required to do so, but it would help if you gave your telephone number in case of any query:	Telephone Number:

**5. Thank you for completing this form. Please return it to the address overleaf.**

If you are entitled to a single person discount we will send you a revised Council Tax bill.

**The Council is under a duty to protect the public funds it administers and may therefore also use the information you give for the prevention and detection of fraud within this Authority. It may also share it with other bodies administering public funds solely for these purposes.**