

**APPLICATION FOR A  
SINGLE PERSON'S DISCOUNT**

**PLEASE RETURN FORM TO:**  
**Customer & Transactional Services**  
**P.O. Box 1733, Slough SL1 1FS**  
**Email: counciltax@slough.gov.uk**

For Public Reception go to:  
MyCouncil, Landmark Place, High Street, Slough SL1 1JL  
**Tel: 01753 475111** Fax: 01753 476871  
DX 42270 Slough (West) Minicom No: 01753 875030  
**Helplines are open 8.00am to 7.00pm Monday to Friday**

**FULL NAME**

**FULL ADDRESS**

**EMAIL ADDRESS**

**TELEPHONE NUMBER**

Home:

Work:

Mobile:

**COUNCIL TAX ACCOUNT NUMBER**

Date that you became the sole occupier

/ / **20**

If there were previously more people in your household, please state their name(s) and forwarding address(es) in the box below.


**Declaration:**

- I certify that to the best of my knowledge and belief that the above information is complete and accurate.
- I understand that I am required to notify the council within 21 days of any change of circumstances affecting my entitlement to discount.
- I understand that failure to notify the authority of a change in my circumstances, or knowingly receiving a discount to which I am not entitled is a criminal offence.

**SIGNED:**

**DATED:**

FOLD HERE



COUNCIL TAX  
HEAD OF REVENUES AND BENEFITS  
P.O. BOX 1733  
**SLOUGH**  
SL1 1FS

FOLD HERE

TUCK IN THIS FOLD

**PLEASE DO NOT SEAL WITH:-  
GLUE, SELLOTAPE OR STAPLES**

## Guidance Notes

### **Liable Persons**

The people responsible for paying the Council Tax are chosen, in order of priority, from the following residents:-

- Freeholders
- Leaseholders
- Tenants
- Contractual Licence Holders
- Other Residents

**It should be that person who completes the details required overleaf.**

### **Discounts**

The Council Tax Law assumes that two adults live in each dwelling. If there are more the bill will not be increased but if there are fewer it may be reduced - by 25% if only one adult lives in the dwelling.

When we count the number of adult residents certain people, although actually living in the dwelling are disregarded for Council Tax purposes. Examples of these are:- the severely mentally impaired, people in respect of whom child benefit is paid, students, people living in nursing homes or hospitals etc. Thus

- i one adult resident - 25% Discount
- ii one countable resident all others being disregarded - 25% Discount
- iii more than one adult resident where all are disregarded - 50% Discount
- iv one adult resident who is disregarded - 50%

Application forms for discounts disregards are available upon request, please telephone the enquiry number quoted overleaf.

**This form refers to category i only. For ii - iv please telephone the enquiry number quoted overleaf.**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with the Audit Commission and other bodies responsible for auditing or administering public funds for these purposes. Individual can find more information on data processing on [www.slough.gov.uk](http://www.slough.gov.uk)