

COUNCIL TAX APPLICATION FORM FOR DISCOUNT – SINGLE PERSON DISCOUNT

Please complete this form using BLOCK CAPITALS and return it to the address shown above.

Council Tax Account Reference Number	
Date Discount Required from	
Address	
If you live on your own as a result of a member of your household having recently vacated the property, please give details below for the person who has left	
First Name	
Last Name	
Vacation Date	
Forwarding Address	
Reason for leaving (if for study purposes, please give the name & address of the school or college)	
Is there an intention to return?	YES / NO
If YES , when?	
Estimated period of absence	
Address of the leaver's personal possessions during period of absence including personal documents such as drivers licence/bank account	

Should your circumstances change or the number of people in the household change once you have completed this form, you must notify me within 21 days of that change. In the meantime, if you have any queries please do not hesitate to contact the Revenues Section.

Please enter below the names of all the persons aged 16 or over who have their main home at the address this application is in respect of:		
FIRST NAME	LAST NAME	DATE OF BIRTH

DECLARATION

I declare that the information given on this form is complete and accurate to the best of my knowledge. **REMEMBER, if you give false information you may be prosecuted.**

In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds.

Full Name (BLOCK CAPITALS)	
Signature	
Date	
Telephone	

Information will only be used by Horsham District Council and its employees in accordance with the Data Protection Act 1998. The Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.