



Deputy Chief Executive's Department, Council Offices, Foster Avenue, Beeston,
Nottingham, NG9 1AB

Telephone: 0115 9177777 Fax: 0115 9173683

E-Mail: billing@broxtowe.gov.uk Website: www.broxtowe.gov.uk

Account Number:	Property Reference:

COUNCIL TAX SINGLE OCCUPIER DISCOUNT FORM

If you are the only person over 18 years of age living in the property you are entitled to a 25% discount on your Council Tax. If you wish to claim this discount, please complete this form and return it to the Council Tax Section at the above address.

Please give your FULL name and address:

Title: Mr/Mrs/Miss/Ms. _____

Address: _____

Please give the **exact** date that you became the only person over 18 years of age to live in the property:

If there has been a change in the number of residents in the property please state the name(s), exact date(s) of vacation, and if possible, forwarding address(es) of the person(s) who has/have left.

FULL NAME	EXACT DATE OF VACATION	FORWARDING ADDRESS
_____	_____	_____

Declaration

I declare that I am the only person over 18 years of age living in the property, and that the information I have provided is correct to the best of my knowledge and belief.

I understand that if my circumstances change and another person moves in, or someone already resident in the property becomes 18, I must notify the Council Tax Section within 21 days of the change occurring.

Signature _____ Name in Capitals _____

Date _____ Daytime telephone no. _____

Privacy Notice

For information on how we process and store your personal data, please view the Council's Privacy notice statement for further information:

<https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>

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System updated by		
Benefits notified		