

Please:

- i) refer to the notes overleaf (For further information telephone the number shown)  
ii) complete this form in **black ink**.



**ASHFORD**  
BOROUGH COUNCIL

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## COUNCIL TAX - APPLICATION FOR DISCOUNT

DATE OF ISSUE:		REFERENCE No:	
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RE: (Property if not above) \_\_\_\_\_

I wish to apply for Council Tax discount and in support of my application, provide the following information.

<b>1</b>	Full name of resident occupier MR/MRS/MISS/MS					
<b>2</b>	Legal Status of Occupier (✓) <table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; padding: 2px;">Owner</td><td style="border: 1px solid black; width: 30px; height: 20px;"></td></tr><tr><td style="border: 1px solid black; padding: 2px;">Tenant</td><td style="border: 1px solid black; width: 30px; height: 20px;"></td></tr></table>	Owner		Tenant		
Owner						
Tenant						
<b>3</b>	Date from which the discount is applied for <table style="display: inline-table; border: 1px solid black;"><tr><td style="width: 30px; height: 20px;"></td><td style="width: 10px; text-align: center;">/</td><td style="width: 30px; height: 20px;"></td><td style="width: 10px; text-align: center;">/</td><td style="width: 30px; height: 20px;"></td></tr></table>		/		/	
	/		/			
<b>4</b>	How many adults (including yourself) live in this dwelling? <table style="display: inline-table; border: 1px solid black;"><tr><td style="width: 30px; height: 20px;"></td></tr></table>					

**For Council Tax purposes an adult is any person aged 18 years and over.**

For all joint owners or tenants resident please enter their full name below. If you wish to claim a disregard\* for any of these persons please enter their full name and their disregard status.

If any member of your household is 17 years of age do not include them in the box above but enter their date of birth below.

<u>Forename(s)</u>	<u>Surname</u>	<u>Date of Birth</u> (if 17 years of age)	<u>Disregarded Persons</u> <u>Status Enter Letter A-L*</u>

- \* A) Full Time Students, Student Nurses, Apprentices and Youth Training Trainees (Students - please enclose a student certificate with this form which can be obtained from the college or university you attend.)  
B) Non-British spouses of students  
C) Long Term Hospital Patients  
D) People in Care or Nursing Homes  
E) People who are severely mentally impaired  
F) Members of Religious Orders/Communities  
G) 18 and 19 year olds who are at, or have just left, school  
H) Careworkers working on low pay (usually for Charities)  
I) Carers living with those they are caring for  
J) Members of International HQ and defence organisations  
K) Members of visiting forces  
L) Convicted and remand prisoners (unless they are in prison for non-payment of fines, Community Charge or Council Tax)

<b>5</b>	If you are claiming a discount due to someone leaving your property please complete the details below. Please note, if someone in your household has recently died, please ONLY enter their name and date of death in section 5, you do not need to complete section 6 but please complete section 7.			
	<u>Name</u>	<u>Date of Leaving</u>	<u>Forwarding Address</u>	<u>Reason for Leaving</u> (See below)
	(eg deceased, working away, looking after relative, hospital stay, matrimonial split, extended holiday, end of tenancy, temporary move, if other reason please give details).			
<b>6</b>	Will the persons named above be returning to this address in the future (✓)			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If YES please give expected date of return <input style="width: 100px;" type="text" value=" / /"/>	
<b>7</b>	<p><b>Declaration:</b> I declare that the information I have given is true and accurate to the best of my knowledge and belief. I authorise the Council to verify this application from other sources. I undertake to advise the Council of any changes which may affect my entitlement to discount.</p> <p>Signed: _____ Tele No: _____ Home</p> <p>Date: _____ Work</p>			

PLEASE NOTE THAT ALL SECTIONS OF THE FORM MUST BE COMPLETED. FAILURE TO DO SO WILL RESULT IN A DELAY IN PROCESSING YOUR APPLICATION.

Discounts are not claimable in respect of short periods of absence (eg for holidays, or short stay hospital treatment).

**GENERAL NOTES**

1. Usually if there is only one person aged over 18 living in the property there is an entitlement to 25% discount.
2. Usually if there is more than one person over 18 years of age living in the property and all but one of the residents are disregarded for Council Tax purposes then the 25% discount will apply.
3. Usually if all the occupiers who are over 18 are disregarded for Council Tax purposes then the 50% discount will apply.

**SPECIAL NOTE**

It should be noted that there may be instances where people who are temporarily absent (eg because of their work) will be considered to still be resident because the Council has to determine whether your address continues to be their sole or main residence. It is particularly important that you fill in all sections of this form to enable the correct decision to be made in respect of your discount application. If you wish to provide additional information in support of your application, please do so on a separate sheet of paper if necessary.

REMEMBER IF YOU QUALIFY FOR DISCOUNT YOU MUST NOTIFY THE COUNCIL IF OTHER PERSONS COME TO LIVE IN YOUR PROPERTY (FAILURE TO DO SO COULD LEAD TO A FINE BEING IMPOSED).

<b>Office Use Only</b>
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