

<b>Council tax &amp; benefit enquiries</b>	01395 517446
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<b>All other EDDC enquiries</b>	01395 516551
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<b>Open Monday to Friday 8:30 am to 5:00 pm</b>
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Knowle  
Sidmouth  
EX10 8HL  
www.eastdevon.gov.uk



<b>Account number</b>	
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## Single Person Discount Application Form

Please read the guidance notes on the next page before completing this form. When you have filled it in, please return the completed form to the address shown above.

<b>Address of property for which discount is claimed:</b>

<b>Part 1 - What date do you want to claim the discount from?</b>	
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If you are claiming because someone has recently left your household, please fill in **Part 2** below. Otherwise, please continue to **Part 3**

<b>Part 2 - Please list everyone moving out</b>		
Name of person moving out	New address	Reason for moving out:

<b>Part 3 - Enter the name(s) and date(s) of birth of any 16 and 17 year olds living with you</b>	
Full name:	Date of birth:

**Please continue to part 4**

#### Part 4 - Declaration

I confirm that the information I have given on this form is correct. If my application for the discount is granted, I agree to let you know immediately if the circumstances change and I cease to be eligible.

Name (print) ..... Signature .....

Date ..... Email .....

Your contact telephone number/s .....  
.....

#### Guidance Notes (if you need more help please ring 01395 517447)

A full Council Tax charge is based on two or more adults (people over the age of 18) living in your home. If there are fewer than two, you are entitled to a 25% discount.

Sometimes, you can still claim a discount even if there are other people living with you. This happens when the other person or people are 'disregarded' (which means they are not counted).

Examples of people who are disregarded include those who have a severe and permanent mental impairment, apprentices, students, carers and people detained in prison. There are many more.

For a full list, please check on our website [www.eastdevon.gov.uk/council\\_tax](http://www.eastdevon.gov.uk/council_tax) or call the number shown above.

If granted, we will review your entitlement to the discount from time to time.



To request this information in an alternative format or language please call 01395 516551 or email [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk)

**We consider requests on an individual basis**

The Council processes information in accordance with the Data Protection Act 1998. We may use it in the administration and provision of any of our services. We may also share information for the purposes of preventing and detecting fraud. If you want to know more about how we hold, or use, information about you, please contact the Data Protection Officer at the address on the front of the form, or visit:

[www.eastdevon.gov.uk/national\\_fraud\\_initiative](http://www.eastdevon.gov.uk/national_fraud_initiative)