

**Telephone:** 01733 452258  
**Facsimile:** 01733 452585  
**E-Mail:** local.taxation@peterborough.gov.uk  
**Please ask for:** Council Tax  
**Our Ref:**  
**Your Ref:**

**Shared Transactional Services**

**Town Hall  
Peterborough  
PE1 1HQ**

## APPLICATION FOR COUNCIL TAX DISCOUNT

### Sole occupant discount

A single person discount will be awarded if you are the sole adult occupier over the age of 18. If you have a partner or other person who normally lives with you and they are living away or temporarily absent you will not be entitled to a single person discount.

If an adult has moved out of your home permanently therefore leaving you as sole adult occupier please let us know the following:

- ◆ The date the person vacated: \_\_\_\_/\_\_\_\_/\_\_\_\_
- ◆ Their name: \_\_\_\_\_
- ◆ Their new address: \_\_\_\_\_

As the sole occupier of the property, I hereby apply for a single person discount with effect from: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Status Disregard/Exemption

If you, or anyone who lives with you, fall within the disregarded people listed overleaf, then these people will not be counted for Council Tax purposes. A discount will apply if after disregarding these persons there are less than two adults remaining.

Additional forms may need to be completed to verify the discount or exemption. These will either have been enclosed or will be issued when this form is returned.

I wish to apply for a status disregard/exemption with effect from: \_\_\_\_/\_\_\_\_/\_\_\_\_

If you are at all unsure of your eligibility please contact the council BEFORE signing the declaration. If you have any questions or need help with this form, please contact the Council Tax Office on 01733 452258 or visit the Customer Service Centre, Broadway (opposite the Central Library).

Alan Howe  
Income Processing Team Leader

**PLEASE ENSURE THAT THE FORM ATTACHED IS COMPLETED IN FULL  
AND THAT THE DECLARATION IS SIGNED**

Following completion, please return the form to: **Peterborough City Council  
Revenues and Benefits  
Town Hall, Peterborough, PE1 1HQ**

Please note that the envelope used to send this document is not reply paid. Therefore you should attach a postage stamp if you are re-using the envelope.

## ALL RESIDENTS OF THE PROPERTY

Please provide the full name of all persons over 18 years old who either reside in; or regard the property overleaf as their main residence: **PLEASE INCLUDE YOURSELF FIRST.**

FULL NAME	OWNER/ TENANT	DATE OF BIRTH	RELATIONSHIP TO YOU E.g. partner, lodger, child etc

## PERSONS BECOMING 18 IN NEXT 12 MONTHS

Please provide the full names of anybody who lives in the property and who will become 18 years old in the next 12 months:

FULL NAME	DATE OF BIRTH

## DISREGARDED PEOPLE

Do any of the persons listed above fall into the following categories?

- |  |  |  |
|--|--|--|
| Students<br>Student Nurses<br>YTS Trainees<br>Visiting Forces<br>Apprentices | School Leavers<br>Project 2000 Nurses<br>Persons in Detention<br>Care Workers<br>Hospital Patients | Severly Mentally Impaired People<br>Foreign Language Assistants<br>Patients in Care Homes<br>Residents of Certain Hostels<br>Members of Religious<br>Communities |
|--|--|--|

People over 18 years old in receipt of whom child benefit is payable  
 18 and 19 year olds on further education courses

FULL NAME	CATEGORY (Please supply any supporting proof that you can)

If additional information is required for the disregarded categories we will contact you separately.

## DECLARATION

I declare the information given on this form is correct to the best of my knowledge and I also understand that I must inform the Council Tax Office immediately should circumstances alter that may affect my entitlement to discount.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ PHONE No.: \_\_\_\_\_

**Warning – Failure to notify Peterborough City Council of Any Information affecting your entitlement to a discount may result in the imposition of a penalty of £50.00  
 Knowingly supplying false information in order to obtain a discount is a criminal offence  
 which may result in prosecution**

Property Ref:

Account Ref: