



Oadby and Wigston Borough Council COUNCIL TAX DISCOUNT APPLICATION FORM

Customer Service Centre: 40 Bell Street Wigston, Leicestershire, LE18 1AD
Write to us at: Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR
Telephone: (0116) 288 8961 **Email:** revenues@oadby-wigston.gov.uk
Website: www.oadby-wigston.gov.uk **Fax:** (0116) 288 7828

E –Form : www.oadby-wigston.gov.uk/pages/single_person_discount_online

APPLICANT DETAILS

Address of the property (if different)

Daytime Telephone No.

(Tick appropriate box)

1. Does anyone live in the dwelling?

YES go to part 2	<input type="checkbox"/>
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NO go to part 4	<input type="checkbox"/>
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(see note 4)

2. Do you live alone?
From what date _____

YES go to part 3	<input type="checkbox"/>
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NO go to part 3	<input type="checkbox"/>
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3. *Please list everyone (including yourself) who is resident in the dwelling.
(a resident is anyone aged 18 years or over who normally lives there. This means that if a resident is temporarily absent for a holiday, or working away from their family home they would normally be resident at the home they own, or the family residence)

*Please refer to the notes overleaf and give the category for those you are claiming should be disregarded.

Please note: If there are at least 2 people left after disregarding everyone who qualifies there can be no discount.

FULL NAME	CATEGORY (A TO Y)	FROM WHAT DATE
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____

4. DECLARATION

I declare that the information I have given is true and complete;
I understand that if I have deliberately given false information I may be prosecuted;
I give permission for the Council to verify the information I have given;
I undertake to notify the Council immediately of any changes which affect the information I have given;
I claim a Council Tax discount on the liability for the property shown on this form.

Signed _____ Dated _____

A SHORT SUPPLEMENTARY QUESTIONNAIRE WILL BE ISSUED BY RETURN TO OBTAIN ANY NECESSARY FURTHER INFORMATION OR VERIFICATION.

NOTES FOR THE GUIDANCE OF APPLICANTS

1. If no one lives in the dwelling; or it is a second home; or everyone who lives in the dwelling can be disregarded (see below), a discount of 0% or 50% may be granted, depending on the circumstances.
2. If only one person lives in the dwelling, or all except one person can be disregarded (see below), a 25% discount will be granted.
3. People who are not counted (disregarded) when calculating discount entitlement include:

CATEGORY

- D** Persons temporarily in detention
- M** Persons with a severe mental impairment. A doctor's certificate is required, together with proof of the receipt of a qualifying Benefit.
- T** Persons aged 18 or over, for whom Child Benefit is payable. Proof of the receipt of Child Benefit may be required.
- S** Students (a certificate from the College or University may be required).
- S1** Spouse/civil partner or dependant of a student who is not a British Citizen and who is prevented, by the terms of his visa from taking paid employment or from claiming benefits.
- N** Student Nurses.
- E** Apprentices.
- Y** Youth Trainees.
- H** Hospital patients. This category refers to permanent or long term patients only.
- P** Patients in Nursing or Care Homes. This category refers to patients, receiving permanent or long-term treatment in a residential care home, nursing home, mental nursing home or hostel.
- W** Carers. This category refers to a person who is engaged in providing care or support to another person, but NOT if the carer is the spouse or partner of the person who needs the care or support; or if the carer is the parent and the child needing care is under the age of 18.
- F** Residents of Hostels. This category refers to residents of night shelters, hostels etc.
- A** A member (or dependent of a member) of a designated defence headquarters or organisation.
- B** A member of a religious community.
- C** A school leaver, under 20 years of age, for the period between the end of the course (provided it was after 30 April) and 1 November in any year.

IF YOU NEED FURTHER INFORMATION OUR CONTACT DETAIL

Telephone 0116 288 8961 Option 3 e-mail: revenues@oadby-wigston.gov.uk

Data Protection Statement

The Council will process and store your data in accordance with the Data Protection Act 1998 and within the General Data Protection Regulations 2018.

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the departments privacy notice. These are available for inspection at: www.oadby-wigston.gov.uk/pages/privacy