

SOLE ADULT DISCOUNT

The Council Tax is based upon two or more people aged 18 or over living in a property. A reduction of 25% can be granted, however, if there is only one person living there.

If you come within this category and the discount does not appear on your bill, you may claim it by completing and returning this form to:

London Borough of Richmond upon Thames
Council Tax and Benefits Office
Civic Centre
44 York Street
TWICKENHAM
TW1 3BZ

ADDRESS OF PROPERTY:.....

.....

NAME OF OCCUPANT:.....

DATE FROM WHICH SOLE OCCUPANCY COMMENCED:

DATE FROM WHICH SOLE OCCUPANCY CEASED ;.....

(DELETE WHICH DOES NOT APPLY)

COUNCIL TAX ACCOUNT NUMBER (See bill)

I confirm that the person named above is the only occupant at the above address (other than anyone aged under 18) and I claim the sole occupier discount.

SIGNATURE: DATE:

YOU WILL BE ASKED TO RENEW YOUR CLAIM FROM TIME TO TIME BUT YOU MUST TELL THE COUNCIL AS SOON AS THERE IS ANY CHANGE OF CIRCUMSTANCES

(This form may be used to claim the single adult discount but in some cases, people living in a property are not counted for Council Tax purposes e.g. students, people who are mentally impaired, people for whom child benefit is still payable, apprentices etc. For more information, please contact the Council.)

