

This document can be made available in other languages and formats (including large print, audio tape and Braille as appropriate) Please telephone (01482) 300300, textphone (01482) 300349. Alternatively you can request a different format by using the online Council tax enquiry form.

You can contact us by

- telephone 01482 300 300, textphone 01482 300 349
- email ctaxsr@hullcc.gov.uk
- fax 01482 613 562
- using the online Council tax enquiry form

The Council Tax bill assumes that there are two adults resident in a dwelling. **A discount of 25% can be allowed for one adult households.** If you are the only adult living in a property please complete this form.

Note The property must not be classed as anyone else's sole or main residence.

To be completed by all applicants

Please give us your Council tax account reference number if known

Full name of applicant

Address for which claim is being made, including room and or flat number

What was your previous address, if different from the above, including room and or flat number

Your telephone number

Your email address

You do not have to supply your telephone number or E-mail address but it may help if you do

Section 1 – One Adult Occupier – Single Person Discount

I have been the only adult over 18 in the property since

Section 2 – Other Residents

Names and dates of birth of any other residents between 16 – 18 years of age	/ /
	/ /
	/ /
	/ /

Section 3 – Are you now living on your own due to Please tick (✓) as appropriate

A permanent separation from your spouse or partner Vacation of another adult

Please give the details of who has vacated
First name

Mr / Mrs / Miss / Ms

Surname or family name

What is their new address?
This **MUST** be given in all cases

Postcode

Is this change permanent?

Please tick (✓) as appropriate

Yes

No

If No, what is the nature of their absence
and when do they intend to return?

For example, have they moved abroad to work
or are they in the armed forces?

Have they removed the majority of
their possessions from the property?

Please tick (✓) as appropriate

Yes

No

If no, please explain the reason.

Any other information you may wish to provide

Section 4 – Declaration

I declare that the information given on this form is true and complete to the best of my knowledge and belief. I understand that the Council may check this information as necessary with various external agencies and other council departments. I am also aware that I am required to notify the Council in writing of any change in circumstance which may affect my claim.

Signature

Date

Please note, a person who makes a false claim may have a penalty of up to £350 imposed

Once completed please return this form to us at any
of our Customer Service Centres or Information Points.

Alternatively you can send it to

Freepost RLUA-YRHR-AKTS,
Hull City Council Revenues and Benefits Service,
P.O. Box 128,
Hull.
HU1 2BR

DATA PROTECTION

The information you have been asked to provide may be recorded on computer and is subject to the Data Protection Act, 1998.

Some information may be disclosed to Housing Benefit offices and other departments of the Council.