Council Tax Discount Application Form

For a Sole Adult Resident Household

You can complete this form in one of the following ways:

1. Print off the form, then complete by hand. Please enter your details clearly and in block capitals, well inside each box.
2. Complete the form on your computer, then print off. NOTE: Any signatures required on the form must be signed by hand.

Please return to Mansfield District Council, Revenue Services, Civic Centre, Chesterfield Road South, Mansfield, Notts NG19 7BH.

For Office Use Only: REFERENCE NUMBER | DATE OF ISSUE

Please complete this form if you wish to claim a reduction in your Council Tax. To qualify you must be the only adult resident over 18 years of age living in the household.

If you have any difficulties or enquiries regarding the completion of this form, please telephone 01623 463144, or email revenueservices@mansfield.gov.uk.

1) Title (Mr, Mrs, Miss etc)

Applicant's Full Name

Address

Postcode

2) Date that you became the only resident over 18 / /

3) If you are claiming a Sole Adult Resident Discount because an adult resident over 18 years of age has recently left the household please state their name and if known their forwarding address below:

Name

Mansfield District Council

Forwarding Address

4) Are you claiming a discount because of a bereavement? ☐ **Yes** ☐ **No**

If someone will reach the age of 18 in the next 12 months please complete this section:

Name

Date of Birth / /

DECLARATION: The information given on this form is correct. I undertake to notify you immediately if I am no longer eligible for a reduction granted in respect of this application.

Signature

Full Name

Date: / /

Telephone No

You do not have to give your phone number but it may help us if we need to contact you

Please ensure you have completed all relevant sections and return to Mansfield District Council, Revenue Services, Civic Centre, Chesterfield Road South, Mansfield, Notts NG19 7BH.

Privacy Notice: We will use the information provided by you for Council Tax, Housing Benefit and Council Tax Reduction Scheme purposes. The basis under which the Council uses personal data for this purpose is Public Task. The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at www.mansfield.uk/Privacy
The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection (DPO) can be found on the Council's detailed privacy notice which can be found at www.mansfield.gov.uk/Privacy on the Council's website or requesting a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH.

Mansfield District Council