# COUNCIL TAX - Sole Occupier Discount

**Please complete this form and return to:**
Knowsley Metropolitan Borough Council  
Municipal Buildings, Cherryfield Drive, Kirkby, Merseyside, L32 1TX  
**Telephone:** 0151 443 4476  
**E-mail:** [local.taxation@knowsley.gov.uk](mailto:local.taxation@knowsley.gov.uk) **Web:** [www.knowsley.gov.uk](http://www.knowsley.gov.uk)

<table>
<thead>
<tr>
<th>Your name and address:</th>
<th>Council Tax account number:</th>
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<tbody>
<tr>
<td></td>
<td>E-mail address:</td>
</tr>
<tr>
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<td>Your phone number:</td>
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**Address form relates to (if different)**

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**Please read the information over the page before you fill in your application**

If you are the only person over 18 years of age living in the property you are entitled to a 25% discount on your council tax. If you wish to claim this discount, please complete this form and return it to the Revenues section at the address given above.

Please give the exact date that you became the only person over 18 years of age to live in the property:

Details of person(s) who have left the address:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Exact date of vacation</th>
<th>Forwarding address *</th>
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* Discount may not be granted without a verifiable forwarding address.

**Declaration:**

I declare that I am the only person over 18 years of age living in the property, and the information I have provided is correct to the best of my knowledge and belief.

I understand that if my circumstances change and another person moves in, or someone already resident in the property becomes 18, I must notify the council within 21 days of the change occurring.

Your signature: ___________________________  
Date: / / 

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**Council Tax and Data Protection - How we will use your information.**

The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation. This authority has a duty to protect public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering public funds. We will not disclose your personal information to third parties for marketing purposes.

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Any changes in circumstances should be notified to the council within 21 days.
COUNCIL TAX – sole occupier discount

Who can apply?

Under the provisions of The Local Government Finance Act 1992, paragraph 11, persons liable to pay Council Tax and who are the sole occupants of their dwelling are eligible for a 25% discount.

If anybody aged 18 years and over (or who will be 18 in the next 12 months) also lives in your home, you must tell us about the change in your household. If you do not live alone, you may still be entitled to a discount. Some people are not counted (disregarded) when we work out how many adults live with you. For example, a son or daughter aged 18 and still in further education. Any student who would usually be resident with you, but has their term time address elsewhere should also be included in your household.

Therefore you must only submit this form if you are the sole adult living in your dwelling.

As a result of:

You having always lived alone and still do

Or

People have left the household leaving just one remaining adult (aged 18 years or over)

How do I apply?

If you think that you meet these conditions, fill in the application form and return it to us.

What happens if I qualify?

We will send you an adjusted bill, showing the discount has been applied. Please note, if you receive means tested Council Tax Reduction (CTR), this will also be adjusted to reflect the reduced overall liability.

What happens if my circumstances change?

If someone else over 18 years of age moves into the property, you must advise us immediately with the details, as it may affect your entitlement to discount.