



Revenues
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Fax: (01304) 872188
DX: 6312
Minicom: (01304) 820115
Website: www.dover.gov.uk

Contact: Billing Section
Direct Dial: (01304) 872199
e-mail: ddc@dover.gov.uk

APPLICATION FORM FOR COUNCIL TAX SINGLE PERSON DISCOUNT

FULL NAME _____

ADDRESS _____

1) Date property became occupied only by the above person _____

Please complete the following as appropriate

2) Have you recently moved into the property? YES/NO

3) Have you become the only occupier as someone has moved out? YES/NO

If yes please give details below:

Full name of person(s) leaving _____

Forwarding address(es) _____

If you do not provide a forwarding address we may not be able to grant a discount.

4) Are you applying for a discount due to other changes in circumstance? YES/NO

If yes please give reasons below:

5) Are there any members of the household aged 16 or 17? YES/NO

If yes please provide the details below:

Name(s): _____ Dates of birth: _____

Now please turn over the page to complete your application

Please note that Dover District Council is under a duty to take reasonable steps to ensure discounts apply to a property before calculating the charge due. This Authority carries out a rolling review of any discount awarded at least once a year. This means that we may either visit your property or send you a re-application form that requires you to confirm the number of residents living at your property. If we have reason to believe at any time that there is no longer entitlement to the discount then it can be removed.

DECLARATION: THIS MUST BE COMPLETED

I declare that I am the only resident* of the above property at all times. I undertake to notify the Council if this changes at any time. I understand there are financial penalties for failure to do so.

* Resident refers to all persons aged 18 years and over.

Signed: _____

Date: _____