



|  |
| --- |
| **Date: xxxxxxxxxxx****Account no: xxxxxxxxxxx****Address of Property:** |

**01438 558065**

Open 9am to 5pm,

Monday to Friday

Dear Mr Sample

**COUNCIL TAX – SINGLE PERSON DISCOUNT REVIEW**

Woking Borough Council is reviewing Council Tax single person discount entitlements. Our records show that you are currently receiving a 25% discount on your Council Tax account. This is because you are the only adult over 18 years old living at the property.

* Over the coming weeks, we will carry out more detailed checks on households in order to validate Council Tax single person discounts.
* These residency checks will be completed by an external agency, NEC.

**Whatever your household status, we request that you complete your declaration now.**

**The quickest and most convenient way to make your declaration is online at**

www.spd-review.co.uk/xxxxxxxxx **and enter the code 12-34-56-78. The process is quick, free and easy and should only take you a few minutes.**

If you are unable to complete the online declaration or need help completing the form, you can call 01438 558065. The operator will ask for your account number which is 12345678. Alternatively, complete and sign the declaration over the page and return it to the address provided. You must reply, even if you receive Council Tax Support, or have informed us of a change in your circumstances recently.

**If you do not reply, we may cancel your discount from the date it was last checked which may result in you having to pay back any underpaid Council Tax.**

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Council unless you have consented to their release, or in certain circumstances where:

· We are legally obliged to do so;

· Disclosure is necessary for the proper discharge of our statutory functions;

· Disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;

· We are under a duty to protect public funds.

We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes. The Council’s privacy policy can be viewed at www.woking.gov.uk/data-protection

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| **Make your declaration online –** it’s easy, quick and FREE**. To do so, visit www.spd-review.co.uk/XXXXXX.** If you **do not declare online or by telephone**, you must complete this form and send it to: **Single Person Discount Review, PO Box 152, Twickenham, TW2 6XZ. You MUST affix a stamp to the envelope. If you don’t your declaration won’t be processed.** |

 **DECLARATION FORM**

List the adults **over** 18 who live at the property in Table A, tick the box and sign the declaration. If anyone is between 17 and 18, or might be disregarded, please list them in table B or C below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **Name(s) of other adult(s) living at the property** | **Date they moved in** | **Their date of birth** | **Their relationship to you** | **Their previous address** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Now tick one box to make your declaration:

|  |  |
| --- | --- |
| **I declare that my household circumstances have changed as shown above and the information I have provided on this form is correct and complete.** |  |
|  |  |
| **I declare that I am the only adult over 18 and am entitled to Council Tax single person discount.** |  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# GUIDANCE NOTES

# Adults not counted for Council Tax purposes

The following groups of adults may be disregarded when counting the number of adults living in a property. If anyone belonging to these groups normally lives at your address, please complete table B below. Please note, if anyone in the household falls into one of the below categories, your single person discount will be removed, and you will need to visit the Council’s website to apply for a disregard discount - www.woking.gov.uk/council-tax/discounts-reductions-and-exemptions/discounts

1. Patient whose main residence is in hospital
2. Person in residential care home, nursing home or hostel
3. Youth Training trainee or apprentice
4. School leavers
5. Young person aged 18 or 19 still in full-time education
6. Students and Student Nurse
7. Aged 18 or 19 for whom Child Benefit is payable
8. Person in detention/prison
9. Severely mentally impaired
10. Carer
11. Care Leaver

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B** | **Name** | **Date they moved in** | **Date of birth** | **Group (cross)** |
|  |  |  **/ /** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |

 |
|  |  |  **/ /** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |

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**People attaining the age of 18**

# Fill in Table C for anyone living in your household who will become 18 within the next 12 months

|  |  |  |
| --- | --- | --- |
| **C** | **Name** | **Date of birth** |
|  |  **/ /** |
|  |  **/ /** |

# Contact details

|  |
| --- |
| Please provide your contact details in case we need to contact you.  |
| 🕾 Daytime  |  | 🕾 Evening  |
| 🖁 Mobile |  | Email address  |