



01483 498 268

Open 8:30am to 17:00 Mon-Fri

Date:	XXXXXXXXXX
Account no:	XXXXXXXXXX
Address of Property:	

Dear Mr Sample

COUNCIL TAX – SINGLE PERSON DISCOUNT REVIEW

Woking Borough Council is in the process of reviewing current entitlements to Council Tax single person discount. According to our records, you are currently receiving a 25% discount on your Council Tax account because you are the only adult over 18 living at the property.

- We will shortly be performing further and more detailed checks on household residency in order to validate claims for Council Tax single person discount.
- These residency checks will be performed in collaboration with an external agency.

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

The quickest and most convenient way to make your declaration is to go to www.spd-review.co.uk/woking 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 on-line declaration, you can call **01476 387 094**. The operator will ask for your account number which is 12345678. Alternatively, complete and sign the declaration overleaf and return it to the address provided. You must still reply, even if you receive Council Tax Support, or have informed us of your circumstances recently.

If you need help in completing the form, please call **01476 387 094**. **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:

[Woking Borough Council's privacy policies](#)

STOP! - Why not declare online? It’s easy, quick and FREE. **Just go to www.spd-review.co.uk/woking**. 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 - [Woking Borough Council's Council Tax discounts, reductions and exemptions](#)

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

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	E-mail address