



**GREAT YARMOUTH**  
BOROUGH COUNCIL

Revenues Section  
Greyfriars House, Greyfriars Way, Great Yarmouth NR30 2QE  
Helpline: (01493) 846244 OR 864247

**Council Tax**  
**Sole Occupant Discount Application Form**

This application form is for householders who are sole adult occupiers (including those with children under 18) to apply for a discount. They are entitled to a 25% reduction in Council Tax, before rebate where applicable. If you need help or advice to fill in this form, please ask at the above address. The Council Tax payer should sign this form. False declarations may be subject to a penalty of £50.

Name and address  
of council Tax payer

Are you the only  
adult occupier?

Yes

No

Note: please tick as appropriate. If you have answered "No" you probably don't qualify but you may do so if one or more adults living with you can be disregarded. Ask for a Disregarded Persons Application Form and advice at the above address, or see overleaf for general advice.

Date from which you  
became the only adult  
occupier

If any other adults were living with you in the above address before the above date, please provide the following information:

Their name

Their new address

I declare that the information I have given is complete and accurate to the best of my knowledge. I agree to notify you immediately if my circumstances change affecting discount.

Signed  
by Council Tax Payer

Date

**Please now send the form to Revenue Services at the above address**

## Discounts and Disregarded People

Council Tax bills are worked out based in two parts.

Half the bill is based on the property element and the other half on two personal elements of 25% each. Thus, if only one person lives in the dwelling, a 25% discount is given off the people element. If the property is unoccupied a discount of 50% is given. Extra is not charged if more than two people live in the property.

For discount purposes, when the number of adults living in the property as their main home is counted, some people can be missed off. These people are said to be disregarded from the household count. Where this happens, it is if they are not a resident.

The following people can be disregarded, provided certain conditions are met:-

- People aged 18 for whom child benefit is still being paid;
- 18 and 19 year olds who are at, or have just left, school between 30th April and 1st November, are exempt within the same period;
- students, student nurses, Apprentices and People on Youth Training Schemes;
- severely mentally handicapped people;
- people who receive care and whose home is in a hostel, hospital or nursing home;
- people in a prison, exempt for those in prison for non-payment of Council Tax, or a fine;
- members of religious communities who have no income or capital of their own;
- people living in a property where they are employed on low pay for at least 24 hours a week as a volunteer care worker employed by a charity of similar institution;
- people living in a property where they provide constant care to someone with a disability who is not a spouse, partner or child under 18, and who is in receipt of one range of higher care or higher attendance allowances;
- some forces personnel and diplomats