



**Falkirk Council**

Chief Executive Office  
Finance Services  
Revenues & Benefits Division

Please return completed forms to one of the following offices:

Callendar Square Centre, Falkirk, FK1 1UJ	01324 506999
Carronbank House, Carronbank Crescent, Denny, FK6 6GA	01324 504141
5 York Lane, Grangemouth, FK3 8BD	01324 504545
398 Main Street, Stenhousemuir, FK5 3JR	01324 503333
24a East Pier Street, Bo'ness, EH51 9AB	01506 778778

Name	
Address	
Postcode	

## COUNCIL TAX RELIEF CLAIM FORM Single Person Discount Application

A full Council tax Bill assumes that there are two adults (aged 18 or over) in a household. If only one adult is **RESIDENT** then you are entitled to a 25% discount.

**RESIDENT** – A resident is someone, aged 18 years or over, who has his or her **SOLE OR MAIN RESIDENCE** in the property.

**SOLE OR MAIN RESIDENCE** – Where a person is absent from the household, e.g. working elsewhere, this person is associated with two homes. In these circumstances the Council must make a determination as to what is that person's "sole or main residence". In the majority of these situations the person's main residence is the family home.

If there is someone absent from your home because they "work away" do not fill in this form. Contact your Local Office at the above address.

**To claim single person discount fill in this form and return it to your local office.**

I claim discount from  as I am the only adult living in the property.

Please detail below anyone aged 18 or over who has moved out of the property in the last 12 months.

Name	Forwarding Address	Date Moved
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**Declaration :**

1. I have read and understood the contents of this form.
2. I confirm all the information given is a true and full statement.
3. I will notify Falkirk Council immediately if my circumstances change.

Signed  Date  Daytime Tel. Number

**In certain circumstances where you are the only person aged 18 or over in the property, you may be entitled to more than a 25% discount. Listed below are the main circumstances where an increased discount may apply:**

<b>Apprentice</b>	If you are employed to learn a trade, business or profession, working for a SVQ or NCVQ, earning less than £195.00 gross per week and substantially less than you will earn once qualified.	<b>50%</b>
<b>Full Time Student</b>	If you are attending University, College or other recognised educational institute for a minimum of 21 hours a week, and for at least 24 weeks in the academic year.	<b>Exemption</b>
<b>Student Nurse</b>	The same conditions as a full time student but must also be undertaking your first nursing qualification.	<b>Exemption</b>
<b>Severely Mentally Impaired</b>	If you have a permanent severe impairment of intelligence and social functioning, as defined by a medical practitioner	<b>Exemption</b>
<b>Skill Seeker</b>	If you are aged under 25 and undertaking a Skill Seekers course.	<b>50%</b>
<b>Care Worker Type 1</b>	If you provide care/support on behalf of a local authority, central government or a charity. Must provide the care for at least 24 hours per week, live in the property where the care is provided and receive no more than £44.00 per week.	<b>50%</b>
<b>Care Worker Type 2</b>	If you provide care/support for at least 35 hours per week, live in the same property as the person requiring care. The person requiring care cannot be the carer's partner or child under 18. The person receiving care must be receiving certain benefits.	<b>50%</b>
<b>People in Hospital/Care Home</b>	If you are currently in hospital or residential care home with no intention to return to the property.	<b>Exemption</b>

- If you are in one of the above categories you may be due a 50% discount or exemption.**
- Do not fill in this Application Form; contact your Local Office for more details.**
- Please Note: You will be required to provide documentary evidence to support your application for discount/exemption.**