



**Council Tax Status - Sole Resident Discount**

<b>Name</b>	
<b>Address</b>	
<b>Council Tax Account Number</b>	

To be completed in **BLOCK CAPITALS**, using black ink, by the person who is liable to pay the Council Tax for the property. Please read the explanatory notes before completing the form.

**PART 1**

**Your Details** – please enter your details and tick the relevant boxes

Full Name (Including title; Mr, Miss, Mrs, Ms, Dr, etc.)	Date Moved In	Date of birth (if under 18)	Please tick relevant box	
			Owner	Tenant

**Other Residents** Please enter details of all other residents in the household who are aged 16 or over. Where the resident is **your** spouse, partner or civil partner, tick the relevant box.

Full Name (Including title; Mr, Miss, Mrs, Ms, Dr, etc.)	Date Moved In	Date of birth (if under 18)	Please tick relevant box		
			Spouse, Partner or Civil Partner	Owner	Tenant

What date did you become the only adult (aged 18 or over) living in the property?

What is your reason for claiming sole resident discount? (Please tick)

(a) ☐ I have always been the only adult in the property (please complete Part 3).

(b) ☐ A member of the household has moved out (please complete Part 2 and Part 3).

**PART 2 - To be completed if you are claiming sole resident discount because a member of the household has moved out.**

Full name of the person who has moved out:

Their forwarding address:  
(Please state if unknown)

Postcode:

Have they left the property permanently?    Yes    ☐    No    ☐    If no, please give details in the box below.

**PART 3**

By law West Lothian Council must protect the money we manage. We will share information you give us with other organisations responsible for auditing or managing public funds, to prevent and detect fraud. We will review awards of discount and exemption and reserve the right to use credit reference agencies to validate any such awards.

**DECLARATION**

I declare that to the best of my knowledge the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given. I am aware that if there is a change of circumstance that may affect my entitlement to discount or exemption I am required to notify the Council immediately.

**Signature:**

**Print Name:**

**Telephone Number:**

**Date:**

**Email Address:**

**Would you like to receive your Council Tax bills by email?**

**Yes**

☐

**No**

☐

## **Explanatory Notes – Sole Resident Discount**

The full Council Tax bill assumes that there are two adults resident in a property. If only one adult (person aged 18 years or over) is resident at a property, a 25% discount can be awarded.

**To apply for discount**, the person liable to pay the Council Tax should complete this form and sign the declaration.

**Please note** that if you are asking for discount to be backdated, you may have to provide evidence to support your claim.

If you have any questions, please telephone 01506 280000 or email us at [CouncilTax@westlothian.gov.uk](mailto:CouncilTax@westlothian.gov.uk)

The completed form should be returned to –

Revenues Unit, St David House, South Bridge Street, Bathgate, West Lothian, EH48 1TT

If you prefer, you can hand the form and any supporting information in at any Council Information Service Centre within West Lothian.

**Payment must not be withheld pending the outcome of an application for discount.**