

**Council Tax  
Single Resident Discount Application Form**



This form should be used to claim Single Resident Discount at a property. Please complete and return this form to enable your Council Tax Liability to be correctly assessed. Should you require further assistance please contact Revenue and Benefits on 01475 712961.

[www.inverclyde.gov.uk/council-and-government/council-tax](http://www.inverclyde.gov.uk/council-and-government/council-tax)

Council Tax account no: .....

**Occupier of Property**

**Name** .....

**Address**.....

**Home Telephone Number** .....

**Mobile Number** .....

**Post Code** .....

**Email Address** .....

**No. of Occupants over 18, including yourself** .....

**I confirm that I am the only adult resident in the above property and apply for Single Resident Discount from ..... /..... /.....**

I declare that to the best of my knowledge the information on this form is true and complete and I understand that Inverclyde Council may seek further confirmation. I will notify within 21 days any change in circumstances that may affect my liability e.g. number of adults in house changes, changes of ownership/tenancy. I understand that failure to provide this information may make me liable for an initial fine of £50 and £200 for each subsequent offence.

**Signature of Liable Person:** ..... **Date:** ...../...../.....

**Completed forms should be returned to:**

**Revenues Services, Inverclyde Council, PO Box 9467, Greenock, Inverclyde, PA15 1JD**

**or emailed to: [council.tax@inverclyde.gov.uk](mailto:council.tax@inverclyde.gov.uk)**

**Data Protection** – We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use this information to help us determine your liability for, and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administrating public funds. We will not give information to anyone else, or use information about you for other purposes, unless the law allows us to.