

Council Tax Team
Torrige District Council
Riverbank House
Bideford
Devon EX39 2QG

T/no: (01237) 428900
Email: council.tax@torridge.gov.uk
Web: www.torridge.gov.uk



Office Hours (For Telephone Enquiries)

Mon - Thu 8.45 am to 5.00 pm
Friday 8.45 am to 4.45 pm

Account Ref:

Property Ref:

SINGLE DISCOUNT FOR COUNCIL TAX

I declare that the information given on this form is correct and to the best of my knowledge.

Signed :

Date :

WARNING: ANY PERSON WHO SUPPLIES FALSE INFORMATION MAY BE LIABLE TO PROSECUTION. YOU ALSO HAVE A LEGAL OBLIGATION TO INFORM TORRIDGE DISTRICT COUNCIL IF YOU HAVE A CHANGE OF CIRCUMSTANCES WHICH WOULD AFFECT THE DISCOUNT CLAIMED.

A BILLING AUTHORITY MAY IMPOSE A FINE OF £70 ON A PERSON WHO FAILS WITHOUT REASONABLE EXCUSE TO NOTIFY THE COUNCIL OF ANY CHANGE THAT MAY AFFECT THEIR ACCOUNT.

Council Tax bills are normally calculated on the assumption that there are 2 or more adults (over 18) living in a dwelling. If however, there is only 1 adult the Council Tax bill is reduced by 25%. By law we must ensure that discounts are awarded correctly and we must request you provided the information. **Please complete both sides of this form and return to the address above. We will not be able to apply the discount to your account unless we receive this form and are satisfied that you qualify for the discount.**

Claimant Name:		Date of Birth:	
Middle name:		National Insurance Number:	
Surname:		Telephone:	
Address:			

Number of person/s in property as their sole or main residence
(If under 18, please confirm age also)

You are now required to complete the form, confirming in writing the names of all other adults over the age of 18 who currently reside at your property and the date that they started to reside there. Please include children who have reached the age of 18 or will be 18 years old within the next 12 months.

Full names of all adults residing in the property:

Date they moved in:

First name:	Relationship to you:	
Surname:	Date of birth:	
National Insurance Number:		
First name:	Relationship to you:	
Surname:	Date of birth:	
National Insurance Number:		

(Please continue on a separate piece of paper if you have more than two other adults living at your address)

Full names of all adults who have recently left property:

Date they moved out:

First name:	Relationship to you:	
Surname:	Date of birth:	
National Insurance Number:	New address:	
First name:	Relationship to you:	
Surname:	Date of birth:	
National Insurance Number:	New address:	

(Please continue on a separate piece of paper if you have more than two other adults living at you're at your address)

I am the only occupier 18 years or older (please tick if applicable)

With effect from

Email address: _____

The preferred method of billing is by email as it is efficient, environmentally friendly and cost effective for the council tax payer. If you would like to be signed up for e-billing please tick the box

To view a copy of this form online please visit www.torridge.gov.uk and follow links to Council Tax online forms.

Torrige District Council collects, stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – in relation to personal data

Substantial Public Interest – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.