

**COUNCIL TAX DISCOUNT
PERSONS RESIDING IN HOSTELS
APPLICATION TO BE DISREGARDED**

You should complete this application form in respect of any persons who you consider should be disregarded , in the assessment of Council Tax Discounts, because he/she is resident in a hostel.
Please see Guidance Notes overleaf.

COUNCIL TAX REFERENCE _____

OWNER OF HOSTEL _____

ADDRESS OF HOSTEL _____

NUMBER OF ADULTS RESIDENT IN PROPERTY _____

PERSONS TO BE DISREGARDED

FULL NAME	DATE OF OCCUPATION

If there is insufficient space to list all relevant persons here, please use a separate sheet of paper giving all the information required You must notify the Council immediately of any change in circumstances.

Declaration: I declare that the above named person(s) is resident in a hostel and that the information given is, to the best of my knowledge, true and accurate

Signed _____ Date _____

**Return this form to: Exchequer and Support Services, Revenues Division, Council Offices,
Wellington Road, Ashton-under-Lyne, OL6 6DL**

**PLEASE NOTE THAT A PENALTY MAY BE IMPOSED IF YOU
KNOWINGLY SUPPLY INFORMATION WHICH IS FALSE**

PERSONS RESIDING IN HOSTELS

The full council tax bill assumes that there are 2 adults residing in a dwelling. However, for council tax purposes certain people will not be counted when looking at the number of adults.

The effect of disregarding certain adults may be to reduce the council tax bill by 25% or 50%.

EXAMPLE	4 adults residing in a property	
(i)	one person in disregarded category	100% charge as there are still more than 2 adults to be counted
(ii)	two persons in disregarded category	100% charge as there are still 2 adults to be counted
(iii)	three persons in disregarded category	75% charge as only one adult is to be counted
(iv)	four persons in disregarded category	50% charge as there are no adults to be counted

Below are answers to some questions about who should be disregarded, under this category, for the purpose of assessing Council Tax discount.

On what grounds is a resident disregarded?

A person is disregarded if he/she is resident for the time being in accommodation for the homeless, provided that the accommodation is not comprised in self contained sets of premises, and is used essentially for persons of no fixed abode.

How do I apply?

Complete this form. Once it has been assessed you will be notified of our decision.

Data Protection Act 1984

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.

If you have any other queries about discount or would like any more information about Council Tax, please contact Exchequer and Support Services or telephone your area helpline shown at the top of your Council Tax Bill.