

Revenues and Benefits Account user guides

Applying for a Single Person Discount

If you're the only adult living in a property, you can claim a 25% discount on your Council Tax, known as a 'Single Person Discount'. You're entitled to a discount whether you live alone, or whether you have children living with you – as long as they're under 18.

Go to 'Council Tax Notification'.

Property Enquiry

Check the Council Tax band or rateable value of a property and its annual charge.

[Start](#)

Account Details

View your account details and benefit claim details, and update your contact details using the e-Service key from your latest bill.

[Start](#)

Benefit Details

View your Council Tax Reduction and/or housing benefit claim details.

[Start](#)

Council Tax Notification

Inform the council of a change to your circumstances for Council Tax purposes or apply to pay by Direct Debit without an online key.

[Start](#)

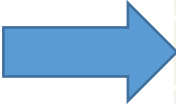
Business Rates

Apply to pay your Business Rates by Direct Debit.

[Start](#)



Go to 'New Notification'.



New Notification

To start a new notification click on the 'Start' button.

Start

Retrieve Saved Notification

If you have visited this site before and saved a notification, click on 'Retrieve' to open the saved details and continue with the notification. You will be required to enter the password you provided to continue.

Retrieve

Navigation


Please don't use your browser's 'Back' button to navigate between pages. Options to view, change or save your answers appear on each page.

Exit

Choose 'Owner' or 'Tenant' from the drop-down menu.

Questions screen






In what capacity are you reporting this notification?

Please select in which capacity you are reporting this notification * Owner 

View/Change Answers **Exit/Save** **Enter/Continue**

Enter your personal details (leave the business name blank), then click Enter/Continue.

Questions screen

Name and contact details		
Please enter your name or business name details. If you are already a payer within this local authority, please enter your name exactly as it appears on your current bill.		
Business name	<input type="text"/>	
Title	<input type="text" value="v"/>	
Forename	<input type="text"/>	
Surname	<input type="text"/>	
Please enter your contact phone number and your email address		
Home phone number	<input type="text"/>	
Mobile phone number	<input type="text"/>	
Work phone number	<input type="text"/>	
Email address	<input type="text"/>	
Confirm email address	<input type="text"/>	
<input type="button" value="View/Change Answers"/> <input type="button" value="Exit/Save"/> <input type="button" value="Enter/Continue"/>		

Choose 'Applying for a Single Person Discount'.

Questions screen


What would you like to report or apply for?

Please select one option below

Buying or Selling a Property 

(I am either moving into the Local Authority area, moving out of the Local Authority area or moving from one property to another within the Local Authority area)

Start

Applying for a Single Person Discount 

(I have a Council Tax account and wish to claim a discount on this account because I am the only person aged 18 or over living at the property)

Start




Enter your 12 digit Council Tax account number, which can be found at the top right hand corner of your Council Tax bill ('Account No.').

If you don't know your account number, leave the box empty, then click Enter/Continue to find your account by typing in your address instead.

Questions screen

Council Tax Reference Number

Please enter your Council Tax reference for the address at which you would like to apply for Single Person Discount if known

Council Tax Reference Number 
(The Council Tax Account Reference Number should exclude any spaces, hyphens or special characters)

View/Change Answers

Exit/Save

Enter/Continue

Once your address is displayed, check it's right, then click Enter/Continue.

Questions screen

Address details		
Please select the address at which you would like to apply for Single Person Discount		
Please click Enter/Continue to confirm your property address. If this is not the address that you wish to report a change for, please click 'Find Address' and search for the correct property.		
Postcode	<input type="text"/> <input type="button" value="Find Address"/>	
Number	<input type="text"/>	
Street Name	<input type="text"/>	
House Name	<input type="text"/>	
Address line 1:	<input type="text"/>	
Address line 2:	<input type="text"/>	
Address line 3:	<input type="text"/>	
Address line 4:	<input type="text"/>	
Address line 5:	<input type="text"/>	
Address postcode:	<input type="text"/>	
Property reference number	<input type="text"/>	
<input type="button" value="View/Change Answers"/>	<input type="button" value="Exit/Save"/>	<input type="button" value="Enter/Continue"/>

Enter the date you became the only person living at the property – if you've always lived there alone, enter the date you moved into the property, or if someone else used to live there with you, enter the date they moved out or passed away.

Choose the reason why you live alone at the property from the options shown, then click Enter/Continue.

Questions screen


Single person discount details			
On what date did you become the sole adult occupant at the address?	*	<input type="text"/>	
Select here the reason you are claiming single person discount			
Someone has moved out permanently	*	<input checked="" type="radio"/>  <input type="radio"/> 	
I am reporting a bereavement	*	<input checked="" type="radio"/>  <input type="radio"/> 	
I have always been the sole adult occupant at this address	*	<input checked="" type="radio"/>  <input type="radio"/> 	
<input type="button" value="View/Change Answers"/>		<input type="button" value="Exit/Save"/>	<input type="button" value="Enter/Continue"/>

Give us any extra information you think we need to know, then click Enter/Continue.

Questions screen

Further information

Please enter any other information that you feel you need to tell us

Any other relevant information 

[View/Change Answers](#) [Exit/Save](#) [Enter/Continue](#)

On the summary screen, click Continue.

Summary screen

The Self Serve notification is complete

Your request to claim single person discount has been collected.

Please continue to the next page to submit your notification.

[View/Change Answers](#) [Exit/Save](#) [Continue](#)

You can click on the blue text to see or print the information you've given.

Click the box to agree with the declaration, then click Submit to submit your changes.

Declaration Page

Tick the declaration box to agree with the declaration and continue.

The information you have provided on this online application and from any supporting evidence provided will be used by the council in order to update our records. The information will be held securely by the council and will be treated as confidential except where the law requires it to be disclosed. The council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

You have the right to request access to personal information that the council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the council.

I / We declare that to the best of my / our knowledge and belief, the particulars shown on this form are true, accurate and complete and authorise the council to use this information for the above purposes.

I agree with the declaration above [Click here to view or print your answers](#)

Exit

Submit