

COUNCIL TAX ONLINE – CANCELLING A SINGLE PERSON DISCOUNT

Important: By law the Council must be informed of any changes that may affect any discount. A penalty can be imposed if a taxpayer fails to do so.

YOU DO NOT NEED TO REGISTER TO DO THIS

Introduction

This guide provides a step by step instruction on how to use the Council Tax Online Service to cancel a Single Person Discount. This can occur if a second adult moves in with you. You will to enter your Council Tax account number, an 8 digit number starting with a 4 or a 5 that can be found on our Council Tax Bill.

Step 1 – go the Council Tax home page at <https://www.uttlesford.gov.uk/counciltax>

Step 2 – select ‘Manage your Council Tax online’



Step 3 – Under Apply to reduce your Council Tax select ‘View ways to reduce your council tax’ then select ‘I want to cancel a single person discount’

Apply to reduce your Council Tax

You may be entitled to a reduction in your council tax if you are the only occupier aged over 18 in your property, you are a student or are severely mentally impaired.

▼ [View ways to reduce your Council Tax](#)

[I want to apply for a single person discount](#)

[I want to cancel a single person discount](#)

[Apply for a reduction if you are a student or have a student living with you](#)

[Apply for a reduction if you are severely mentally impaired or you have someone living with you that is](#)

Step 4 – enter your name and Council Tax account number and select 'Next'

Title
Miss

First name
MOLLY

Last name
MALONE

Council Tax account number (a 8 digit number starting with a 4 or a 5 that can be found on your Council Tax bill)
52052276

Step 5 – confirm if the property is your main or only home and you are aged 18 or over. Then state you interest in the property, whether you are in cohabiting with a partner and if someone has moved it. *In this example the person reporting the change is a tenant and their partner has moved in with them.*

Is this your sole or main residence
 Yes No

Are you 18 or older?
 Yes No

What is your relationship to the dwelling?

Freehold: You own the building and the land it stands on outright, in perpetuity. It is your name in the land registry as "Freeholder", owning the title absolute

Leasehold: A lease from the freeholder to use the home for a number of years. The leases are usually long term - often 90 years or 120 years

Tenant: A person who occupies land or property rented from a landlord

Licence to occupy: A resident who lives in the property and who is a licensee. This means that they are not a tenant, but have permission to stay there

Resident without agreement: Any resident living in the property, for example, living with parents

Are you married, cohabiting or in a civil partnership with a liable person within the dwelling?
 Yes No

Has someone moved in?
 Yes No

Step 6 – the box below will appear. Click on ‘Add Person’. If you answered ‘No’ to the question ‘has someone moved in?’ above a box will appear asking you to enter your reasons for cancelling the discount.

Please provide the name of the occupant (s) aged 18 or over who are moving out

Please give the details of the person who has moved out

Name	Is new address	Address
Add person		

Step 7 – Enter the name and details of the person moving in and-

- Their contact details;
- Confirm if the property is now their main or only home;
- Date they moved in;
- Have they lived in the Uttlesford area before? If answered ‘yes’ you will be asked to provide that address;
- Are they aged 18 or over;
- Their interest in the property; and
- Are they cohabiting with a partner?

Select ‘OK’ when completed. See below and over

Title

Mr Miss Mrs Ms Other

First name

TOM

Last name

JONES

Home telephone number

Work telephone number

Mobile telephone number

07451245124

Email address

Preferred contact method

Home telephone Work telephone Mobile telephone Email

Is this dwelling the person's sole or main residence?

Yes No

On what date did this person move in?

01 08 2018 

Has this person lived in this local authority area at a different address ?

Yes No

Has this person attained the age of 18?

Yes No

What is this person's relationship to the dwelling?

Freehold: You own the building and the land it stands on outright, in perpetuity. It is your name in the land registry as "Freeholder", owning the title absolute

Leasehold: A lease from the freeholder to use the home for a number of years. The leases are usually long term - often 90 years or 120 years

Tenant: A person who occupies land or property rented from a landlord

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Resident without agreement: Any resident living in the property, for example, living with parents

Is this person married, cohabiting or in a civil partnership with a liable person within the dwelling?

Yes No

Step 8 – the following box is displayed. If more than one person has moved in you select 'Add Person' and provide these details for each person. Once finished select 'Next'

Moved in details

Give details of moved in person

Name

Mr TOM JONES Change Remove

Add person

Step 9 – provide at least one contact phone number and indicate your preferred method of contact. You can also provide an email address and opt for paperless billing. If you provide an email address you will get an email confirming your notification. Once completed select 'Next'

Please provide at least one phone number

Home telephone number

Work telephone number

Mobile telephone number

Email address

A confirmation email of this notification will be sent to this email address

Preferred method of contact

Home telephone Work telephone Mobile telephone Email

Would you like paperless billing?

This is a free service

Yes No

Step 10 – tick the box to show that you agree with the declaration and select ‘Submit Cancellation’

Declaration

The information you have provided on this online application and from any supporting evidence provided will be used by Uttlesford District Council in order to update our records.

Your personal information may be shared with other departments within the council and our contractors where appropriate. We will only share the information that is necessary in order for the service to be provided to you.

Your information will also be shared where the council is under a legal obligation to do so, for example between our services and with other official organisations, such as the police and other government bodies.

Although it is not our intention to collect any other personal information and/or sensitive personal information (e.g. in respect of race or ethnic origin; political opinions; religious or similar beliefs; physical or mental health or condition; sexual history or orientation; trade union membership), you may provide information of this type inadvertently when completing any of our online forms.

Any sensitive personal information collected will be kept confidential and secure and will not be shared with any third parties unless you specifically ask us to do so.

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 statement above

See our [privacy policy](#) to find out how we will use the information.

Submit Cancellation

The following message should appear. If not current paying by Direct Debit you will be offered the option of setting this up –

Single person discount

Thank you for your application

What happens next?

Your application has been passed to Uttlesford District Council to amend your details and a new bill will be issued shortly to reflect any changes. You will be contacted should we need any further information from you.

Done

[View, save or print your Cancel Person Discount application](#)

If the discount is cancelled a revised bill will be issued.