

## Citizens Access - Revenues user guides

### Cancel Single Person Discount (SPD)

Click on 'View Single Person Discount options' and choose 'I want to cancel single person discount on my account'. You'll then need to input your name and Council Tax account number.

### Council Tax discount

You can apply for a reduction in your council tax if you are the only occupier aged over 18 in your property, or end an existing single person discount.

▼ [View Single Person Discount options](#)

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

[I want to cancel single person discount on my account](#)

Single Person Discount is available if no other person over 18 is resident.

[Continue with an update that you have previously started](#)

You'll be asked a few questions about your status in the property. Choose the options which apply to you. Then select 'Add person'.

## End Single person discount

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

### Moved in details

Give details of moved in person

Name

[Add person](#)

[Next](#)

Add the person's details and the date they moved into the property. If they moved from an address in Middlesbrough, add the address.

**Title**

Doctor  Miss  Mr  Mrs  Ms  Other  Sir

**First name**

**Last name**

**Home telephone number**

**Work telephone number**

**Mobile telephone number**

**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?**



**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

The form will then ask for your up-to-date contact details and your preferred way for us to contact you.

You'll then see the summary screen confirming the information that you're submitting. If you're happy with the information, click 'agree' to the declaration and submit it.