

Citizens Access - Revenues 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'. We'll call Single Person Discount 'SPD' in this guide.

You're entitled to a discount if you live alone, or you have children living with you – as long as they're under 18.

Under Council Tax discount click on 'View Single Person Discount Options'. You can click 'I want to apply for a single person discount'. 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 then be asked a few questions about the change. Put in the date you'd like the SPD to apply from, and choose your reason for applying (for example, someone has moved out). You don't need to upload any evidence when you apply for SPD.

Apply single person discount

From what date should the single person discount apply?



Select the reason that you are claiming single person discount

- Someone has moved out permanently
- I am reporting a bereavement
- I have always been the sole adult occupant at this address

Please upload any supporting documentation for your single person discount
Files must be one of these types:TIFF GIF JPG PNG PDF.

[Upload Evidence](#)

[Next](#)

If you say that someone has moved out, you'll then need to click 'add person' to bring up the screen below. Enter their details on the form. To input their new address, enter the postcode and click 'Find address'. This should show a list of addresses – just click on the right address. Once the information has been added, click OK then Next.

Add person

Title

Doctor Miss Mr Mrs Ms Other Sir

First name

Last name

Are you able to provide the new address for the person(s) moving out?

Yes No

Address

[I don't know the postcode](#) [Enter an address manually](#)

You'll then need to add your up-to-date contact details, and your preferred way for us to contact you.

Once you click next, you'll be shown a summary screen with the information you're submitting. If you're happy with the information, click 'agree' to the declaration and submit the changes.