



# Advice for the Bereaved

## Information to help you claim Council Tax Discount

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5000 or ask someone to call on your behalf.

## **Can I claim a discount?**

### **Council Tax**

If your partner has died and you are now the only adult occupying your home, you may be entitled to a reduction in your Council Tax.

#### **A 25% discount is available for people who live alone.**

To apply for this discount, please complete for the form on the reverse of this leaflet and return to the Council Tax Section, Royal Borough of Kingston, Guildhall 2, Kingston upon Thames, KT1 1EU.

If the property of the person who has died remains empty, then the Executors or personal representatives of the estate may qualify for an exemption.

Please supply details of who is acting on behalf of the estate and confirm whether probate has been granted.

If the person who has died was in receipt of a discount, this will be cancelled from the date of death and you may receive a revised account advising of the change.

For further advice, contact the Council Tax Section on 020 8547 5007.

## **Housing and Council Tax Benefit**

Your income will be affected when a partner dies.

If you were in receipt of Housing or Council Tax Benefit, you must contact the Housing Benefit Section who will advise you about your claim.

If you did not claim for Housing or Council Tax Benefit before, you may now be eligible for help if your income is low.

You should apply straight away if you think you may be eligible for help. Please complete the form on the reverse of this leaflet.

For further advice, contact the Housing Benefit Section on 020 8547 5001.

## **Rented Properties**

If you currently rent your property from Kingston Council or a Housing Association and the tenancy is in the name of your partner who has died, you will need to contact them to get advice on your tenancy rights. Details of Kingston Council's Housing Contact Centre are shown opposite.

If the person who has died was living alone and renting a property, you must contact the Landlord to formally end their tenancy.

## Kingston Council Housing Contact Centre

Information and Advice Centre  
Guildhall 2  
Kingston upon Thames  
KT1 1EU

Tel: 020 8547 5003  
Email: [HousingContactCentre@rbk.kingston.gov.uk](mailto:HousingContactCentre@rbk.kingston.gov.uk)

### For information on what to do following a death, contact:

#### **The Register Office**

35 Coombe Road  
Kingston upon Thames  
KT2 7BA  
Tel: 020 8547 4600  
Fax: 020 8547 6188

### Advice for the bereaved

#### **Cruse Bereavement Care**

PO Box 800  
Richmond  
TW9 1RG  
Tel: 020 8939 9530  
Helpline: 0844 447 9400  
[www.cruse.org.uk](http://www.cruse.org.uk)

#### **The Compassionate Friends**

53 North Street  
Bristol  
BS3 1EN  
Helpline: 0845 123 2304  
[www.tcf.org.uk](http://www.tcf.org.uk)

#### **Age Concern Kingston**

Raleigh House  
14 Nelson Road  
New Malden  
KT3 5EA  
Tel: 020 8942 8256  
E-mail: [info@ageconcernkingston.org.uk](mailto:info@ageconcernkingston.org.uk)  
[www.ageconcernkingston.org.uk](http://www.ageconcernkingston.org.uk)

#### **National Association of Widows**

3<sup>rd</sup> floor  
48 Queens Road  
Coventry  
CV1 3EH  
Tel: 0845 838 2261  
[www.nawidows.org.uk](http://www.nawidows.org.uk)

### Debt and Money Advice

#### **Citizens Advice Bureau**

Neville House  
55 Eden Street  
Kingston upon Thames  
Surrey KT1 1BW  
Tel: 0870 126 4019  
[www.kcabs.org.uk](http://www.kcabs.org.uk)

#### **CAB Money Advice Services**

Tel: 0870 126 4015

#### **Now Let's Talk Money**

[www.nowletstalkmoney.com](http://www.nowletstalkmoney.com)

### Legal Advice

#### **Community Legal Services Direct**

Helpline: 0845 345 4345  
[www.clsdirect.org.uk](http://www.clsdirect.org.uk)

**I would like to apply for (please tick):**

**Single person discount**

Please send me an application form.

**I would like to apply for an exemption on the basis that the property is currently empty and probate has not yet been granted.**

The Executors are: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Probate anticipated/granted: \_\_\_\_\_

**I would like to apply for Housing and/or Council Tax Benefit.**

Your name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number and/or e-mail address (in case of query)

\_\_\_\_\_

**Declaration**

I declare that the above information is correct to the best of my belief and hereby claim any discount to which I may be entitled. I understand that the provision of false information may lead to prosecution.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

**Please print this page and send the completed form to:**

Council Tax Section, Royal Borough of Kingston, Guildhall 2, Kingston upon Thames, KT1 1EU