

EXPLANATORY NOTES

Exemption Class P - Occupied solely by members (and dependants) of visiting forces

Who can apply?

The person who is liable to pay the council tax needs to apply for this exemption.

When will an exemption be awarded?

An exemption may be awarded on receipt of:

- A certificate issued under Section 11 of the Visiting Forces Act 1952
- Written confirmation from the relevant defence organisation.
- Confirmation as to whom is liable i.e.; copy of tenancy agreement

Exemption criteria

To qualify these conditions must be met:

A property is exempt from Council Tax if the person who would otherwise have been liable is:

- a member of a visiting force from a country to which the Visiting Forces Act 1952 applies
- or a member of a civilian component of the force.

Non-British dependants

The exemption also applies to a dependant of a member, providing that the dependant is:

- not a British citizen
- or is not ordinarily resident in the United Kingdom.

Other people in the property

A property owned or rented by a person who is a member of a visiting force is exempt even though there may be other people who live in the property that do not have such an association.

The exemption does not apply if the person associated with the visiting force would not be the liable person. However, a discount may apply for defence and headquarters personnel.

What happens next?

Once we receive your application with the supporting evidence we will make an assessment and if you are successful we will issue a reduced Council Tax bill. If you are unsuccessful a letter will be issued explaining the reasons why.

Appeals

If the Royal Borough of Greenwich decides not to award an exemption you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However you may not appeal against the amount of the discount.

PLEASE NOTE:

Making an application for an exemption is not grounds for non-payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

Class P - Properties Occupied Solely by Members of Visiting Forces and Their Dependants

Please read the supplementary notes before completing this form as you may need to provide supporting evidence/information that is not readily available.

Please note:-

Making an application for a discount or exemption is not grounds for non payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

Your name:
Address of property:
Council tax account number:
Date of occupation:
Previous address if within the London Borough of Greenwich:
Names of other occupants in the property with you (over the age of 18)
Name and address of the organisation that you work for:
Contact name and details within that organisation:
Signed:
dated:

Declaration

Please read carefully before you sign.

I/we understand the information contained on this form is correct and complete and I/we agree to notify the Council Tax section immediately should there be a change in circumstances that may affect the discount.

I/we understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining / retaining a Council Tax reduction discount is committing an offence and may be liable to prosecution.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information you have provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments.

I/We have read, understood and agree to comply with the declaration above.

Your signature

Date

Daytime telephone number

Email address

Please return this application form, with any supporting documents that may have been requested to;

Royal Borough of Greenwich
Revenues & Benefits Service
Director of Finance
The Woolwich Centre
35 Wellington Street
London SE18 6HQ