

EXPLANATORY NOTES

Exemption Class S – Dwellings occupied only by persons aged under 18

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 an application and any evidence that the occupiers are under the age of 18.

Exemption criteria

To qualify these conditions must be met:

Properties solely occupied by under 18 year olds are exempt and consequently, no liability falls on the owner of the property in these circumstances.

What happens next?

Once we receive your application with evidence that you are under the age of 18, i.e. a copy of your birth certificate then we will make an assessment any evidence or a visit has been made we will make an assessment and if you are successful, if you are successful then the council tax will be placed in the name of the owner of the property but no charge will apply. 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 S - Occupied only by persons under 18

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,

Address of property:
Council Tax reference number:
Names of all those occupants in the property and their respective dates of birth (d.o.b):
Name and d.o.b.....
Name and d.o.b.....
Name and d.o.b.....
Name and d.o.b.....
Name and d.o.b.....
Name and d.o.b.....
Date of occupation:
Name and address and contact details of landlord:



<p>If the under 18s have been allocated by an organisation such as a Local Authority please provide their name and address and contact details within that organisation.</p>
<p>Signed:</p>
<p>dated:</p>
<p>Contact details:</p>

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