

EXPLANATORY

Exemption Class T – Unoccupied annexe to an occupied dwelling

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 evidence of any planning restriction.

Exemption criteria

This exemption refers to an unoccupied dwelling of the sort commonly referred to as 'granny annexes' but it can also extend to other types of dwellings such as agricultural properties. The class relates to dwellings which form part of premises which include another dwelling and where the unoccupied dwelling may not be let separately from the other dwelling without a breach of planning control.

What happens next?

Once we receive your application with any evidence of a planning restriction and / or a site visit has been made then we will make an assessment and if you are successful we will issue a reduced Council Tax bill. It is important to provide a contact number just in case a site visit is required. If you are unsuccessful a letter will be issued explaining the reasons why.

Appeals

If the Council 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 T – Unoccupied Annexe to an occupied property

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.

Name of owner:
Address of annexe:
Council Tax reference number:
Address and contact details for owner:
Date annexe became unoccupied:
Name of previous occupier:
Their forwarding address:
Signed:
dated:
Contact telephone number:

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