

EXPLANATORY NOTES

Exemption Class V – Dwellings which are the main residence of a person with diplomatic privilege or immunity

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 diplomatic status this should be written confirmation of your diplomatic status from your embassy, stating what class of diplomat you are. This must be accompanied by evidence of your interest in the property i.e.: a tenancy agreement.

Exemption criteria

A dwelling is exempt if it is the main residence in the UK of at least one person on whom privileges and immunities are conferred by either the:

- Diplomatic Privileges Act 1964
- The Commonwealth Secretariat Act 1966
- The Consular Relations Act 1968
- The Commonwealth Countries and Republic of Ireland (immunities and Privileges Order 1985

The situation also extends to a person within a class mentioned, in relation to a specified organisation, in the International Organisation Act 1968, or who is head of an office established as described in the Hong kong Economic Trade Act 1996.

The person must not be a:

- British citizen
- British subject
- British dependent territories citizen
- British National (overseas)
- British overseas citizen
- British protected person
- Permanent resident in the UK

The applicant must be a person who would have been liable for council tax were it not for this exemption.

If there is a resident with a superior interest in terms of hierarchy in the property to that of the diplomat then the exemption will not apply. I.e.; the diplomat is not the tenant of the property and is only renting a room.

What happens next?

Once we receive your application with evidence of your status and interest in the property then 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 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 V - Occupied properties, which are the main residence of a person with diplomatic privilege or immunity

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:
If tenanted, the name and address of the owner and managing agent. Please provide a copy of a tenancy agreement:
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