

EXPLANATORY NOTES

Exemption Class W – Annexes occupied by a dependant relative

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 a site visit.

Exemption criteria

A dwelling is exempt from Council Tax if:

- it forms part of a single property including at least one other dwelling
- and it is the sole or main residence of a dependent relative of a person who is resident in that other dwelling (or one of those other dwellings).

What is a dependent relative?

A dependent relative is a relative who is:

- aged 65 or more
- OR severely mentally impaired (within the meaning of Schedule one of the Local Government Finance Act 1992)
- OR substantially and permanently disabled.

The list of persons to be regarded as being a relative of another for the purposes of a Class W exemption is extensive and includes great-great-grandparents and great-great-uncles/aunts and also allows a relationship by marriage to be treated as a relationship by blood and a relationship between partners co-habiting to be treated as a relationship by marriage.

What happens next?

Once we receive your application and a site visit has been carried out 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 W - Occupied annexes

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 & contact details for owner:
Date annexe became occupied:
Name of occupier of annexe:
Relationship of occupier of annexe to occupier of main dwelling:
<p>Please tick the criteria that the occupier of the annexe fulfils</p> <p>Aged 65 or more OR severely mentally impaired (within the meaning of Schedule 1 of the Local Government Finance Act 1992) OR substantially and permanently disabled.</p> <p>Please note that medical confirmation may be asked for.</p>
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