

Council Tax Discount – Annexes occupied by a relative or unoccupied but used as part of the main residence.

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 & contact details for owner:
Address of annexe:
Council tax reference number:
If Occupied: Date annexe became occupied:
Name of occupier of annexe:
Relationship of occupier of annexe to occupier of main dwelling:
If Unoccupied: Date annexe became unoccupied. Please note that the annexe must be being used as part of the main residence.
<p>Please tick the criteria that the annexe fulfils;</p> <p><input type="checkbox"/> There is a person living in annexe that is related to the person liable to pay the council tax of the main dwelling (even if the main dwelling attracts a discount or exemption). The annexe must be the sole or main residence of the occupier of that annexe.</p> <p>OR</p> <p><input type="checkbox"/> The annexe is unoccupied but being used by the people living in the main dwelling as part of their main residence.</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.

Signed _____

Print full name _____

Date _____

Daytime phone no. _____

Email address _____

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

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