

## Council Tax discount – Job-related accommodation

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.

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| Name:   |
| Address of job related accommodation:   |
| Council Tax reference number:   |
| Date of occupation:   |
| Date of vacation (if known):  |
| Names of people over 18 residing in the property with you and their relationship to you (e.g. wife/children etc): |
| Your usual home address:  |
| Your council tax reference number in that property:   |
| The Name and address of your employer:  |
| Name & contact details within that organisation:  |

## 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

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Print full name

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Date

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Daytime phone no.

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Email address

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**Please send to:**

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