

## **APPLICATION FOR COUNCIL TAX DISCOUNT / EXEMPTION FOR OCCUPIED ANNEXE**

From 1 April 2014 a 50% discount can be claimed by occupiers of a separately valued annexe, providing that the person living in the annexe is related to the person paying the Council Tax in respect of the main property.

Name and Address of Council Tax payer of main property	Address of Property for which discount claimed
Name of Resident(s) of Annexe :	1 ..... 2 .....
Date of Birth of Resident(s)	1 ..... 2 .....
Date moved into Annexe:	...../...../.....
Please state relationship to person living in main dwelling (see notes overleaf)	1 ..... 2 .....

You should only complete the section below if you are applying for a 100% exemption.

**Please note: You should also include evidence of the date of birth or disability for the application to be processed.**

If you are applying for an exemption because the person living in the annexe is substantially disabled please state the nature of the disability here (see notes overleaf)	1 ..... 2 .....
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**DECLARATION**

I declare that the information given overleaf is correct to the best of my knowledge and belief.

Signature:		Date:	
Full Name (please print)		Mobile:	
Telephone number:		Email:	

For office use only

Award discount from	
Application approved by	
Updated by	

**Notes for Reductions for Occupied Annexe****50% Discount**

A new 50% discount has been introduced by the Government from 1 April 2014 for an annexe that is being lived in by a person as their main home and that occupier is related to the person liable to pay the Council Tax in respect of the main property.

The annexe must form part of a single property which includes at least one other property. ie: the annexe must be within the grounds of the main house and must be included in the title deeds of the main house and not registered separately.

**100% Exemption**

From 1 April 1997 an annexe billed separately for Council Tax could be 100% exempt if the annexe is occupied by a dependent relative of the person(s) living in the main house.

**Dependent:**

1. Aged 65 years or more OR
2. Suffers from a severe mental impairment OR
3. Suffers a substantial (and permanent) disability (whether by illness, injury, congenital deformity or otherwise)

**Relative:**

Spouse or civil partner, parent, grandparent, child, stepchild, grandchild, brother, sister, uncle, aunt, nephew, niece, great-grandparent, great-grandchild, great-uncle, great-aunt, great-nephew, great-niece.

A relationship between 2 people who are not married but are living together as a married couple shall be treated as a relationship by marriage and a relationship between 2 people of the same sex living together as if they were civil partners shall be treated as a relationship by civil partnership. The stepchild of a person shall be treated as that person's child.