

Date of Issue

Property Reference

Account Reference

Regarding Address

COUNCIL TAX - ANNEXE DISCOUNT

Please read the guidance notes overleaf. This form can be completed by the occupier of the main house, or the occupier of the annexe.

(a) Address of the main house

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(b) Name of the principle occupier of the main house

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(c) Address of the annexe

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(d) Name(s) of all the occupiers of the annexe	Relationship to charge payer

(e) Date the annexe became occupied: __ / __ / ____

(f) Is the annexe used by the occupier of the main house as part of the general living accommodation for the main house?	Yes	No

(g) **Declaration** - I have read the definition of the annexe discount overleaf and can confirm:

- The annexe forms part of the main house
- I have answered the above questions to the best of my knowledge and belief
- I will inform the Council of any of the circumstances change which may effect entitlement to this discount.

Signature	Print Name
Date	Telephone number or email address

How we will use your information Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information. It will be used by North West Leicestershire District Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. Read more about how we use personal data on our privacy notice page https://www.nwleics.gov.uk/pages/data_protection_notice or write to the council at North West Leicestershire District Council, Council Offices, Coalville, Leicestershire LE67 3FJ Telephone: 01530 454545.

Guidance Note

From 1 April 2014 annexes which are used by the occupier of the main house as part of the main home, or annexes which are occupied by a relative of the person living in the main house will be entitled to a 50 percent reduction in the Council Tax payable on the annexe.

The 50 percent reduction is in addition to any other discount you or your relative may be entitled to. For example, if your adult son is living in the annexe on his own he will be liable for Council Tax and be entitled to a 25 percent single occupier discount and a 50 percent annexe discount.

The criterion for the annexe discount are:

- The annexe must form part of a single property which includes at least one other property. i.e. the annexe must be within the grounds of the main house (not necessarily attached) and must be included in the title deeds of the main house and not registered separately.

And, either

- The annexe is being used by the resident of the main house, as part of their main home,

Or

- The annexe is lived in by a relative of the person who lives in the main house. For this purpose a relative is defined as: a partner, parent, child, step child, grandparent, grandchild, brother, sister, uncle, aunt, nephew and niece (also includes great grandparent, great grandchild etc. and great great grandparent etc.)

If you believe that you meet the above criteria, please complete the form overleaf, sign the declaration and return to:

F.A.O. Council Tax Billing Team
The Leicestershire Partnership - Revenues & Benefits
PO Box 10004
Leicestershire
LE10 3EJ

When we receive your completed form, we will consider your application. If your application is successful, we will send you a revised Council Tax bill. If it is unsuccessful, we will notify you in writing giving the reasons for our decision.

If you require any further information please see the **Frequently Asked Questions**.

Alternatively you can contact us using the details shown at the top of this form or go to the Council's Website.

Frequently Asked Questions

What reduction will I receive?

You will receive a 50% discount from Council Tax.

Who should complete the application from?

The person who is liable for Council Tax at the property the annexe or self-contained unit is linked to.

What additional information do I need to supply with my application form?

None.

What should I do about paying my Council Tax in the meantime?

You should continue to pay the amount shown on your bill.

What should I do if my circumstances change?

Notify the Council within 21 days of the change occurring.

When will my discount begin?

The discount will begin from the date the relative became resident or the date the annexe started to be used as part of the main residence - at the very earliest the start date is 1 April 2014 (the date the legislation came into force).