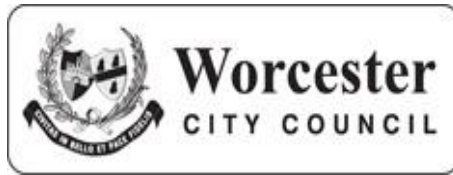




www.malvern hills.gov.uk



www.worcester.gov.uk



www.wychavon.gov.uk

APPLICATION FOR COUNCIL TAX ANNEXE DISCOUNT

Please read the guidance notes on page 2 and if you believe you are eligible for a property discount complete this application form in full using black ink and return it to the address below. **Failure to provide any of the information requested may result in unnecessary delays.**

If you are applying for this discount because the annexe is being used by the resident of the main house as part of their sole or main residence please complete Sections A, B and D.

If you are applying for this discount because the annexe is occupied by a relative of the person/s liable to pay Council Tax for the main house please complete Sections A, C and D.

Section A (to be completed in all cases)

Account or property reference (if known):		
Full address of the annexe for which the discount is being claimed:		
Date from which you wish to claim the discount:	/	/
Full address of the main property (adjoining the annexe):		
Full name(s) of the liable person(s) in the main property (adjoining the annexe):		

Section B (annexe being used by the resident of the main house as part of their sole or main residence)

Full name of applicant:		
Is the annexe being used by the resident of the main property as part of their sole or main residence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the annexe unfurnished?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES, please confirm when this occurred:	/	/
If YES, please confirm how you are using the annexe:		

Please continue overleaf.../

Section C (annexe occupied by a relative of the person/s liable to pay Council Tax for the main house)

Is the annexe occupied by a relative of the person/s liable to pay Council Tax for the main house? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Full name of all relatives (over the age of 18) in the annexe	Relationship to liable persons in main house
Do any other adults have their sole/main residence in the annexe? If so, confirm their names:	

Section D (to be completed in all cases)

Daytime telephone number:
Email address:
Do you wish to receive your bills by email? YES [] NO []
*Not compulsory but may help if we have any queries.
DECLARATION: I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.
YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED
Full name: _____ Signed: _____
Date: / /

Guidance Notes

Annexe Discount: in respect of a dwelling which —

- (a) forms part of a single property which includes at least one other dwelling; and
- (b) is being used by a resident of that other dwelling as part of their sole or main residence; or
- (c) is the sole or main residence of a relative of the person who is liable to pay council tax in respect of that other dwelling.

A person ("P") is to be regarded as the relative of another if P—

- (i) is the spouse or civil partner of that person, or
- (ii) is that person's parent, child, grandparent, grandchild, brother, sister, uncle or aunt, nephew or niece, great-grandparent, great-grandchild, great-uncle, great-aunt, great-nephew or great-niece, or
- (iii) is that person's great-great-grandparent, great-great-grandchild, great-great-uncle, great-great-aunt, great-great-nephew or great-great-niece; and
 - (aa) a relationship by marriage or civil partnership shall be treated as a relationship by blood;
 - (bb) a relationship between two persons who are not married but are living together as a married couple shall be treated as a relationship by marriage and a relationship between two persons of the same sex living together as if they were civil partners shall be treated as a relationship by civil partnership; and
 - (cc) the stepchild of a person shall be treated as that person's child;
 - (dd) the child of the civil partner of a person ('A') shall be treated as A's child.

For more details about annexes visit www.gov.uk/government/publications/council-tax-bands-and-self-contained-units