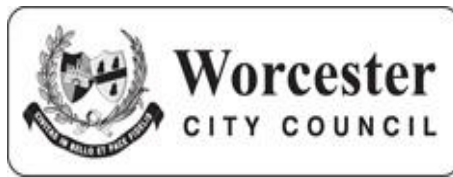




www.malvern hills.gov.uk



www.worcester.gov.uk



www.wychavon.gov.uk

APPLICATION FOR COUNCIL TAX SECOND HOME
(a furnished property that is no one's sole or main residence)

Please read the guidance notes overleaf before completing this application form in full using black ink and return it to the address overleaf.

Failure to provide any of the information requested may result in unnecessary delays.

Form with fields for: Account or property reference (if known); Full name of applicant; Full residential address of applicant; Full address of property that is a second home; Date you purchased the property; Date from which you wish to claim; If applicable, property is/was a second home until; Is the property anyone's main residence?; Is the property furnished?; Full address of the property which you consider to be your main residence and the name of the Authority to whom you pay Council Tax.

Please continue overleaf.../

Are you required to live elsewhere in job-related accommodation, which is **provided to you or your spouse by your/their employer**, because of the terms and conditions of your/their employment? You will need to provide a copy of your contract of employment or letter from your employer confirming that you must reside in that dwelling as a condition of your employment.

(This does not apply to a second home that you are renting because living there is convenient for work).

YES NO

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

A second home is any dwelling that is furnished but nobody lives in it as their sole or main residence. From 1st April 2013 there is no discount available and therefore full Council Tax will be payable.

However, we can reduce the amount of Council Tax by half (50%) if the property is regarded as job-related (see below) or the second home is a pitch occupied by a caravan or a mooring occupied by a boat.

Job-related second home - Where a specific dwelling is provided (under a tenancy or otherwise) to an individual or their spouse by their employer for the better performance of their duties and it is the kind of employment in which it is customary for employers to provide accommodation to employees. You have to be liable for the Council Tax at both your main residence and second home to qualify for the discount (This may not apply if you are a Minister of Religion).

For example:

- a publican who has their own house but their contract / tenancy requires them to live in the pub.
- a school caretaker who has a family home elsewhere but their contract of employment requires them to occupy accommodation provided by the employer in or next to the school
- a minister of religion who has their own home but has to live in other accommodation provided by the church in order to carry out their duties as a minister.