

Date:  
Our Reference:  
Your Reference:

Dear

**Council Tax – Discount Class Annexe:**

This nationally set discount has been introduced from 1 April 2014

**Guidance notes**

The property to which this claim is for must:

- form part of a larger property, which includes another dwelling; and
- Is being used by the owner as part of their sole or main residence; or
- Is occupied by a family member.

**A family member for this purpose is either:**

- A spouse or civil partner; or
- A 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
- Great-great-grandparent, great-great-grandchild, great-great-uncle, great-great-aunt, great-great-nephew, or great-great-niece; and
  - a) A relationship by marriage or civil partnership shall be treated as a relationship by blood;
  - b) 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
  - c) the stepchild of a person shall be treated as that person's child
  - d) the child of a civil partner of a person shall be treated that person's child

Please complete the details overleaf

**Please supply the following details:**

Full Address of the Annexe	
Name of occupant (s) of annexe	1) 2)
Relationship to yourself:	1) 2)
The date occupied.	
Are you using the annexe as part of your main residence Y/N	
The date you began using the annexe	

**DECLARATION TO BE SIGNED BY BOTH PARTIES IF APPLICABLE**

**WARNING:** Deliberately giving false information could lead to prosecution.

You must inform the council should any information on this form change, within 21 days of the change, otherwise a penalty of £70 may be imposed on both properties. I declare that the information given is complete and accurate to the best of my knowledge. I understand that the Council may check the validity of the information provided.

	Applicant in Main Property	Occupier of Annexe Property
Signature		
Full Name		
Date		
Contact telephone number		
Email address		
Do you wish to receive your Council Tax bill online?		

Information on this form may be recorded on computer and is subject to the provisions of the Data Protection Act 1998.

**“This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes”.**