

COUNCIL TAX – ANNEXE DISCOUNT

Please fill in this form and return it to: Rother District Council, Post Handling Service, P.O Box 10665, Nottingham, NG6 6DZ

Telephone: (01424) 787000 Fax: (01424) 787755

E-mail: revenuesandbenefits@rother.gov.uk

Web: www.rother.gov.uk/counciltax



	Council Tax account number: E-Mail Address: Phone Number:
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Please read the information over the page before you fill in your application

Full Address of the main property:

Full address of the annexe:

Names of all occupiers of the main house:

Names of all occupiers who have their main residence in the annexe:

Relationship to occupier of main house:

Date annexe occupied:

Is the currently unoccupied annexe used by the occupier of the main house as part of the general living accommodation for the main house?

YES

NO

Declaration

I have read the definition of the annexe reduction and I can confirm: The annexe forms part of the main house, I have answered the above questions to the best of my knowledge and belief and I will inform the Council if any of the circumstances change which may affect entitlement to this discount.

Your signature

Date

Any changes in circumstances should be notified to the council within 21 days.

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Who can apply for an annexe discount?

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% reduction in the Council Tax payable on the annexe.

In order to qualify for this discount the following criteria must be met:

- The annexe must be a separate unit within a single property. Therefore it must be within the grounds of the main house and does not necessarily have to be attached to the main house but must be included in the title deeds of the main house

AND

- The annexe must be occupied by a relative (as their main residence) of the person who lives in the main house (see definition of relative below).

OR

- The resident of the main house uses the currently unoccupied annexe as part of their main home

Relative means:

- she / he is the spouse of that person, **or**
- she / he is that person's parent, child, step 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**
- she / he is that person's great-great-grandparent, great-great-grandchild, great-great-uncle, great-great-aunt, great-great-nephew or great-great-niece

A relationship by marriage or civil partnership shall be treated as a relationship by blood

What happens if I qualify?

We will send you an adjusted bill showing the 50% reduction within 10 working days of receipt of your documents. The 50% reduction is on top of 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% single occupier discount and a 50% annexe discount.

This information can be made available in large print, Braille, audio/CD or in another language upon request.

Please telephone: 01424 787000 or

Email: revenuesandbenefits@rother.gov.uk

Data Protection Act – How we collect and use the information you give us.

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.