

Occupied Annexe Application Form

If you need any help completing this form, please
phone the Council Tax office on 01775 761161

Please use **BLACK CAPITAL LETTERS**

Account Number:

Property Reference:

Please read the information over the page before you complete this form.

Full address of the main property:

Full address of the annexe:

Full name of the occupier(s) aged 18 or over living in the main property:

1.

Date of birth:

2.

Date of birth:

Is the annexe furnished? Yes No

Is the annexe used by the occupier(s) of the main property as part of general living accommodation? Yes No

If YES, please go to the declaration.

If NO, please provide the details below for the person(s) living in the annexe as their main home.

Name of person(s) aged 18 or over	Date of birth	Date moved in	Previous address	Relationship to occupier of main property
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration

I declare that the information given is correct to the best of my knowledge.

Signed:

Date:

Full name:

Telephone no:

Email:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

WARNING: If you deliberately provide false information or fail to prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Council Tax Annexe Discount Information

This discount was introduced on 1 April 2014 and applies to an annexe (or similar) self contained part of a home which is occupied as part of the main home or is the main home of a relative of the person living in the main property. The annexe discount is a reduction of 50%. This reduction is in addition to other reductions you or your relative may be entitled to. In order to qualify for this discount the following criteria must be met:

The annexe must be a separate unit within a single property. Meaning it must be within the grounds of the main property and does not necessarily need to be attached to the main property, but must be included in the title deeds of the main property

AND

The annexe must be occupied by a relative (as their main residence) of the person who lives in the main property.

OR

The resident(s) of the main property use the annexe as part of their main home.

To qualify for this reduction, the relative must be one of the following:

- Spouse
- Parent
- Child or Grandchild
- Grandparent (Including Great Grandparents)
- Brother or Sister
- Uncle or Aunt
- Nephew or Niece

This includes relatives by marriage or civil partnership. Two people living together as if they were married or in a civil partnership, will be treated as such. The stepchild of a person shall be treated as his/her child.

If the relative is aged 65 or over, is severely mentally impaired or substantially and permanently disabled; or if the annexe is unoccupied and has a planning clause restricting who can occupy the property, you may qualify for an exemption. Please contact the Council Tax office on **01775 761161** to discuss further.

Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, South Holland District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website www.sholland.gov.uk/privacy for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.

