



Application For Council Tax Reduction for Annexes

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Office Use: CTDISC

Council Tax Account Number

Council Tax Reduction for Annexes

In accordance with The Council Tax (Reductions for Annexes) (England) Regulations 2013 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.

To qualify for the reduction the following conditions must be met:

- a) The dwelling must form part of a single property which includes at least one other dwelling; and
- b) The dwelling must be used by a resident of that other dwelling or, as the case may be, one of those other dwellings, as part of their sole or main residence; or
- c) The dwelling 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 or, as the case may be, one of those other dwellings.

Should you believe you are entitled to a 50% reduction in the Council Tax payable on the annexe, please answer the questions overleaf and return this form to Stockton on Tees Borough Council, Revenues & Benefits Service, PO Box 410, Stockton-on-Tees, TS23 2YD or email to council.tax@stockton.gov.uk.

If you require any further information please do not hesitate to contact the customer services team on 01642 397108.

Annexe Reduction Application Form

Council Tax Account Number:

This form can be completed by the occupier of the main house, or the occupier of the annexe.

1. Please provide the full address of the main house:

2. Please provide the name/s of the occupier/s of the main house:

3. Please provide the full address of the annexe:

4. Is the annexe furnished?

No

Yes

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

No

- go to number 6

Yes

- go to number 7

6. Please provide the name of the occupier of the annexe and relationship to the occupier/s of the main house.

Name:

Name of member of the main house you are related to:

Relationship:

7. Declaration

I have checked the information on this form and declare that it is true and complete to the best of my knowledge.

Signed:

Date:

Full Name (please print):

Contact Details

We may need to contact you for additional information; to assist us with this please provide your contact details below.

Daytime telephone number:

Email Address:

Disclosure of Information

Thank you for the information given on this form. The information provided will be used to assess your application for a reduction. We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and Local Authorities. We will not disclose information about you to anyone outside Stockton-on-Tees Borough Council nor use information about you for other purposes unless the law permits us to. Stockton-on-Tees Borough Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use your information, please do not hesitate to contact us.