



# Oadby and Wigston Borough Council

Write to us at: Council Tax Team,

Oadby and Wigston Borough Council, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

Telephone: (0116) 288 8961 Email: revenues@oadby-wigston.gov.uk

Website: www.oadby-wigston.gov.uk

Date of Issue:
Please Return By:
Reference No:

## COUNCIL TAX APPLICATION FOR DISCOUNT/ EXEMPTION FOR OCCUPIED ANNEXE

From 1 April 2014 a 50% discount can be claimed by occupiers of a separately valued annexe, providing that the person resident in the annexe is related to the person paying the Council Tax on the main dwelling.

See notes overleaf regarding this discount. To apply for this discount please complete and return this form.

### Part 1 – Property Address

Property address:

Post Code:

### Part 2- Application For 50 % Discount / 100% Exemption

A. Names of resident(s) of annexe	(1) .....
	(2) .....
B. Date of birth of resident(s)	(1) .....
	(2) .....
C. Date moved into annexe DD/MM/YEAR	..... / ..... / .....
D. Please state relationship to person living in main dwelling ( see notes overleaf)	(1) .....
	(2) .....
E. If you are applying for an exemption because the person living in the annexe is substantially disabled please state the nature of the disability here (see notes overleaf)	(1) .....
	(2) .....

**PART E SHOULD ONLY BE COMPLETED IF YOU ARE APPLYING FOR A 100% EXEMPTION  
PLEASE ALSO INCLUDE EVIDENCE OF DATE OF BIRTH OR DISABILITY FOR THE  
APPLICATION TO BE PROCESSED**

### Part 3 – Declaration

**Please read this declaration carefully before you sign and date it.**

- **I declare** that the information I have given on this statement is correct and complete. I understand that if I give information or evidence that is false, misleading or incomplete that I will be required to repay any Council Tax due and that you may take action against me, this may include the issue of a penalty notice or court action.  
I agree that you can use this information to work out any Council Tax liability and that you may share this information with other Government bodies where the law allows it.

Your name:  Signature:  Date:

## NOTES FOR REDUCTIONS FOR OCCUPIED ANNEXE

Two reductions are available;

### 50% Discount

A new 50% discount has been introduced by the Government from 1 April 2014 for any annexe\* that is occupied by a person as their main residence and the occupier of the annexe is related to the person liable to pay the Council Tax on the main dwelling.

This change makes it possible for persons under the age of 65 to obtain a discount if they are resident in an annexe and related to the person paying the Council Tax on the main dwelling.

\* The annexe forms part of a single property which includes at least one other dwelling.

“single property” means a property which would apart from the Council Tax (Chargeable Dwellings) Order 1992(a) be one dwelling within the meaning of section 3 of the Local Government Finance Act 1992.

### 100% Exemption

From 1 April 1997 an annexe billed separately for Council Tax could be 100% exempt if the annexe is occupied by a dependant relative of the person(s) living in the main dwelling

#### ‘Dependant’ is defined as:

- (a) aged 65 years or more; OR
- (b) suffering from a severe mental impairment; OR
- (c) suffering a substantial (and permanent) disability (whether by illness, injury, congenital deformity or otherwise).

#### ‘Relative’ is defined as:

Spouse / civil partner, parent, grandparent, child, stepchild, grandchild, brother, sister, uncle, aunt, nephew or niece, great-grandparent, great-grandchild, great-uncle, great-aunt, great-nephew or great-niece. 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 the stepchild of a person shall be treated as that person’s child.

#### Data Protection Statement

The Council will process and store your data in accordance with the Data Protection Act 1998 and within the General Data Protection Regulations 2018.

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the departments privacy notice. These are available for inspection at: [www.oadby-wigston.gov.uk/pages/privacy](http://www.oadby-wigston.gov.uk/pages/privacy)