

---

## COUNCIL TAX APPLICATION FOR REDUCTION (ANNEXE)

---

A Name and address of Occupier or Owner of Annexe

---

---

---

---

-----  
B Are you using both the main dwelling and annexe as your sole  
and main residence?

Yes / No

OR

Are you a relative of the person who is liable to pay Council Tax in  
the main dwelling?

Yes / No

If YES, please state your relationship to that person

---

-----  
C From what date do you believe that the reduction should be given?

---

Please state your reason:

---

-----  
**DECLARATION**

The information given on this form is correct.

I undertake to notify you immediately of any changes in circumstances in respect of my  
application.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

**The Council may wish to use the information provided for other statutory purposes.**

**PLEASE READ THESE NOTES**

**In assessing this application for a discount, an inspection of your home may be required in order for the Council to be satisfied that the property is an annexe within the meaning of the regulations, and, or to verify any details that you have provided on this application.**

**If granted, a 50% discount will be awarded unless your circumstances change.**

The Council collects information for Council Tax purposes, but it may be used for any Council purpose. We may check information that you provide on this from for the prevention and detection of crime / fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes, but will not disclose information about you to anyone outside the Council unless the law permits us to. The Council is registered under the Data Protection Act 1998 for these purposes and is the Data Controller. If you want to know more about what information we have about you, or the way we use this information, please write to the Council's Data Protection Officer. Additionally, the information provided by you may be shared with our partner local authority Havant Borough Council as we share staff.