



**Bedford Borough Council**  
**LOCAL TAXATION OFFICE BOROUGH HALL**  
**CAULDWELL STREET, BEDFORD MK42 9AP**  
**Telephone Bedford (01234) 718097**  
 Contact: www.bedford.gov.uk/localtax

For Office Use					LANNEXE		
PROPREF							
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## COUNCIL TAX DISCOUNT APPLICATION “FAMILY ANNEX”

Where part of a property is self-contained (i.e. has been constructed or adapted for use as separate living accommodation), has its own Council Tax Band and is used as the sole or main residence of a relative of a person residing in the other part of the property, or is used by the resident of the other property as part of their sole or main residence then a Council Tax discount of 50% may apply. To apply for the discount, please complete this form using CAPITAL LETTERS and then return it to the Council at the above address.

Please read the notes overleaf before completing the application.

<b>A</b>	<b>Details of dwelling for which DISCOUNT is applied for</b>
Address: _____	
Name of Council Tax Payer: _____	

<b>B</b>	<b>Details of other part of the property</b>
Address: _____	
Name of Council Tax Payer: _____	

<b>C</b>	<b>Please complete Either PART 1 Or PART 2</b>
<b>PART 1</b>	
The property is occupied by a relative of the Council Tax payer of the other property as their main home	
Full name of the occupier(s) _____	
Relationship between the occupier(s) and the Council Taxpayer of the other property (e.g. mother, father, son etc.): _____	
Date relative moved in _____ / _____ / _____	
Do they have another home elsewhere <b>YES/NO</b>	
If YES, please provide details of their other home _____	
_____	
<b>PART 2</b>	
The property is used by the Council Tax payer of the other property as part of their main home	
Please give details of how the property is used as part of your main home _____	
_____	
_____	
Date property began to be used as part of your main residence _____ / _____ / _____	

## **D Declaration**

As far as I know all the information I have given is accurate and true.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information given. I undertake to notify the Local Taxation Office of any changes in circumstances which may affect entitlement to the discount. I understand that failure to notify the Local Taxation Office that the property is no longer exempt within 21 days of so believing may result in a penalty being incurred by me.

Your Signature ..... Date .....

Daytime Telephone No ..... Email.....

(You do not have to give a telephone number or email but if would helpful if you did in case we need to contact you).

### **Notes:**

(Please read before completing the application form)

This discount can not be awarded from a date earlier than 1 April 2014.

A person is regarded as a relative of another if they are:

- (i) the spouse or civil partner of that person, or
- (ii) that person's parent, 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
- (iii) that person's great-great-grandparent, great-great-grandchild, great-great-uncle, great-great-aunt, great-great-nephew or great-great-niece; and
  - (aa) a relationship by marriage or civil partnership shall be treated as a relationship by blood;
  - (bb) 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
  - (cc) the stepchild of a person shall be treated as that person's child;
  - (dd) the child of the civil partner of a person ('A') shall be treated as A's child; and

A full exemption from Council Tax may apply if

- (a) the relative is a dependent relative who is aged 65 or over or is severely mentally impaired or substantially and permanently disabled (Class W exemption) or
- (b) the property is unoccupied and is unable to be let separately due to planning restrictions. (Class T exemption)

Further information about exemptions, together with application forms, is available at [www.bedford.gov.uk/counciltax](http://www.bedford.gov.uk/counciltax).

If you require any further advice or information you may contact the Council at [www.bedford.gov.uk/localtax](http://www.bedford.gov.uk/localtax)

#### **DATA PROTECTION**

Personal information held for Council Tax purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for Council Tax purposes within this Authority for data matching purposes. It may also data match information provided for Council Tax purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.