



**Council Tax – Members of Visiting Defence Forces / Foreign Defence Organisations or International Headquarters (VISITFORCE)**

Please read the enclosed notes before completing this application form.

Name:

Address:

Account Reference Number (from your bill):

Contact telephone number:

Email address:

How many adults (18 and over) live at your property?

**Members of Visiting Forces**

As the Commanding Officer, I have read the guidance notes and certify the above named person qualifies for this discount

Signed:

Rank:

Title:

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

**Members of Foreign Defence Organisations / International Headquarters**

I am a member of such an organisation as defined by the International Headquarters and Defence Organisations Act 1964

Signed:

My Occupation:

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

**Guidance notes – Members of a Visiting Force, Defence Organisation or HQ**

A person who has a relevant association with a visiting force will not be taken into account when assessing the number of adult residents.

A visiting force is any body, contingent or detachment of a civilian component of the forces of a country to which the Visiting Forces Act 1952 applies.

A relevant association is:

- i. being a member of that Visiting Force or a member of a civilian component of that force  
*or*  
ii. being a person, not a citizen of the United Kingdom or ordinarily resident in the United Kingdom, but being a dependant of a member of that Visiting Force or a civilian component of that force.

The countries listed in the Visiting Forces and International Headquarters (Application of Law) Order 1965 are:

Australia, Belgium, Canada, Denmark, France, Gambia, Germany, Ghana, Greece, India, Italy, Jamaica, Kenya, Luxembourg, Malawi, Malaysia, Malta, New Zealand, Nigeria, Norway, Pakistan, Portugal, Sierra Leone, Sri Lanka, Tanzania, The Netherlands, The Republic Of Cyprus, Trinidad & Tobago, Turkey, Uganda, USA, Zambia.

**Please note the following:-**

**Should your circumstance change in a way that may alter your entitlement to this discount, you must notify me in writing within 21 days of that change. Under Regulation 16 of the Council Tax (Administration and Enforcement) Regulations 19 (as amended) it is your duty to do this. Failure to notify me of such a change may result in a penalty of £70 being imposed upon you. In some cases the Council may use the provisions of the Theft Act 1968 where it believes that false information has been knowingly supplied to obtain a financial benefit to which a person is not entitled.**

**If you disagree with the decision relating to your application for discount, you may appeal to me in writing within 28 days of the date on this letter. You must explain why you disagree and send any information to support your argument. If we cannot agree, you may appeal to the Valuation Tribunal and the Clerk to the Tribunal will arrange a date for you to attend and give your reasons for the appeal.**

**You should continue to pay your existing instalments pending the outcome of any appeal. If your appeal is successful, you may be asked to complete a review form at a later date, but you will be entitled to a discount/exemption from Council Tax as long as the reasons you gave the Tribunal exist, and the Authority is satisfied that the entitlement continues to exist.**

**This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  
For further information, see [www.braintree.gov.uk/council](http://www.braintree.gov.uk/council) and democracy/ National Fraud Initiative or contact our Customer Service Centre on 01376 552525**