Dear Sir/Madam

Council Tax Annexe Discount Application

The Council Tax (Reductions for Annexes) (England) Regulations 2013 allows for a property to be discounted by 50% for Council Tax providing the following conditions apply:

1. The annexe forms part of a single property which includes at least one other dwelling.
2. The annexe is being used by a resident of that other dwelling as part of their sole or main residence.
3. The annexe is the sole or main residence of a relative of the person who is liable to pay Council Tax on the other dwelling.

A relative is: spouse or civil partner, parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, great-grandparent, great-grandchild, great uncle, great aunt, great nephew, great niece.

Two people living together as if they were married or in a civil partnership will be treated as though they were married.

Step children shall be treated as a persons’ child.

If you feel that your circumstances meet the conditions above, please complete the form overleaf and return to this office.

Yours sincerely,

«UserContact»

Revenues Officer
<table>
<thead>
<tr>
<th>Name</th>
<th>.................................................................................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Main Dwelling</td>
<td>....................................................................................................................................</td>
</tr>
<tr>
<td>Address of Annexe</td>
<td>....................................................................................................................................</td>
</tr>
<tr>
<td>Telephone no.</td>
<td>........................................</td>
</tr>
<tr>
<td>Email address:</td>
<td>.................</td>
</tr>
<tr>
<td>Is the annexe occupied by a relative?</td>
<td>YES NO</td>
</tr>
<tr>
<td>What is the relationship between person in main dwelling and the annexe?</td>
<td>....................................................................................................................................</td>
</tr>
<tr>
<td>If the annexe is empty, does the annexe form part of the main house?</td>
<td>....................................................................................................................................</td>
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</tbody>
</table>

**DECLARATION**

I declare that the information stated on this form is true and accurate to the best of my knowledge and belief.

Signature ........................................... Name ...........................................

Date ..............................................

**Please Note**

- You should continue to pay your instalments until you are notified that your application has been successful
- You must notify me if there is a change in the circumstances which could affect your entitlement to the discount.

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 and democracy/ National Fraud Initiative or contact our Customer Service Centre on 01376 552525