Birmingham City Council

Council Tax

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Council Services 24/7
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For office use Only
UPRN:
DATE SENT:

APPLICATION FOR COUNCIL TAX PROPERTY EXEMPTION UNOCCUPIED ANNEXES

Thank you for your enquiry regarding a reduction in your Council Tax. Please fill in this form and return it immediately to: **Birmingham City Council, Resources, (Revenues and Benefits), P.O Box 5, Birmingham B4 7AB.**

An unoccupied property, which is separately banded, but forms part of another dwelling and is difficult to let separately can be exempt from Council Tax (eg annexe/granny flat).

The unoccupied dwelling must be difficult to let separately either because it is part of the main dwelling or because of a planning restriction. The person claiming the exemption must also own or live in the main dwelling.

Section A

Address of the unoccupied annexe

Full name of the applicant

Address of the applicant

Section B

Why can't the annexe be let separately?

Please tick

Because (a) it forms part of the main building ☐
         (b) It is subject to a planning control restriction ☐

Section C

Does anybody live in the annexe? **Yes** ☐ **No** ☐

If yes, what is their full name? _____

Section D

Birmingham City Council has a duty to maintain accurate records for billing and collection of Council Tax. In order to meet this requirement the City periodically reviews all records including those where allowances discounts and relief's are granted. These records may be checked by using information already held by the City and its partner organisations such as credit referencing agencies to identify cases where such allowances, discounts and reliefs no longer apply.

<u>Declaration</u>

I declare the information that I have given is correct and complete to the best of my knowledge. I understand the council may make enquiries to verify the information I have given.

I will notify you immediately if my circumstances change which will affect the amount of Council Tax I am charged.

Please sign the form and give your daytime telephone number, as it may help us to deal with your application quickly.

Signed_____ Date_____

Print Name _____

Telephone Number_____ Email address _____