



For office use Only

PRN:

DATE SENT:

**APPLICATION FOR COUNCIL TAX PROPERTY EXEMPTION
OCCUPIED 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 occupied property, which is separately banded, but forms part of another property and is occupied by a dependant relative, as their only main home can be exempt from council Tax. (For example: A granny flat/annexe)

A “dependant” relative means a relative who is

- Aged 65 years or more, or
- Severely mentally impaired, or
- Substantially or permanently disabled

Address of the main dwelling

Address of the annexe

Name of the Council Tax Payer at the main dwelling

Name of the person occupying the annexe

What is their relationship to you? (i.e. Spouse, child, parent etc)

The person occupying the annexe is:

Please tick

Aged 65 years or more
Is severely mentally impaired
Is substantially/permanently disabled

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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.

Declaration

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 _____