



## Revenues

**COUNCIL TAX APPLICATION –  
Annex – Non-dependant Occupation**  
Chris Gibbs, Assistant Director Revenues and  
Benefits  
Birmingham City Council  
Council Tax  
PO Box 5  
Birmingham  
B4 7AB

Account No.:	Property Reference:	Date /Initials	

### Property Address:

This form is issued in accordance with the Council Tax (Reductions for Annexes) (England) Regulations 2013 , SI 2013 No 2977

A recent review of my records shows that the above property could be entitled to a reduction in the Council Tax. To ensure that my records are accurately maintained, **please read the declaration below then complete and sign the form, and return it to Birmingham City Council, Council Tax Dept, PO Box 5, Birmingham, B4 7AB.**

Is the above property occupied	<b>Yes</b>	<b>No</b>
If yes, on what date did the resident(s) take occupation?		
What is the full name(s) of the occupant (s)		
What was the previous address of the resident(s)?		
What relationship is/are the resident (s) to you? <i>See the reverse of this document for guidance</i>		

### DECLARATION:

**I declare that the information given above is correct to the best of my knowledge and hereby claim any Council Tax exemption available as a result of this application. I undertake to advise the Revenues Manager within 21 days of any change in circumstances affecting my entitlement, or if responsibility for the property passes from me. I understand that it is a criminal offence to receive exemption to which I am not entitled and I also understand that it is an offence to give false information.**

<b>Signature</b>		<b>Full Name</b>	
<b>Email</b>		<b>Date</b>	
		<b>Telephone No</b>	

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

For the purposes of this application

- a) “single property means a property which would apart from the Council Tax (Chargeable Dwellings) Order 1992(a) be one dwelling within the meaning of section 3 of the 1992 Act:
- b) A Person (“P”) is to be regarded as the relative of another if P-
  - i) Is the spouse or civil partner of that person or
  - ii) Is the persons 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) Is that persons 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 in 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 persons child;
    - dd) the child of the civil partner of a person (‘A’) shall be treated as A’s child and
- c) “the person who is liable to pay council tax” includes a person who would be so liable if the dwelling were not exempt dwelling within the meaning of the Council Tax (Administration and Enforcement) Regulations 1992 (b)

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