

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX2000027 Twickenham Tel:020 8891 1411
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk

**Council Tax Discount Application -
Members Of International Headquarters / Defence Organisations** 11

Your postal address:	Address of property if different to postal address: Council Tax Account Number (if known):
----------------------	---

You have indicated that there is someone who normally lives in your home who should not be counted for Council Tax purposes. For a discount to be considered you must provide the information below, sign the declaration and return this form to the Council Tax Office.

1. Please give the number of people aged 18 years and over who normally live in your home including anyone who may qualify for a discount.

Please read the attached guidance notes before you fill in the rest of this form.

2. Does the person meet the Conditions in Section 11 of the Discount Booklet? Yes
No

3. If yes, please supply the following details:

Person's Full Name:

Full name of any dependants of this person aged 18 or over who also live in this property:

Name and address of the organisation to which the person belongs:

4. I declare that the information I have given is correct to the best of my knowledge.

Name:	Signature:	Date:
Daytime telephone number:		

The information you give will only be used for the purposes of Revenues & Benefits administration. The Council Tax Office may need to check the information given.

You must tell the Council Tax section of all changes which may affect your right to a discount.

**Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.
Email: revben@richmond.gov.uk**

Your Council Tax bill

Council Tax is based on 2 or more people aged 18 or over living in your home. If you are the only person living in your home, we can reduce your bill by a quarter. If nobody lives in your home, we may be able to reduce your bill.

Some people are not counted as living in your home when we work out your Council Tax bill. These people are **disregarded**. So even if there are two or more people living in your home, if some or all of you are disregarded we may be able reduce your bill.

How to apply for a discount

People are not automatically disregarded.

If you think that somebody in your home should be disregarded, please contact us for an application form. You will need to fill in a separate application form for each person.

If you qualify for a discount we will send you an amended bill. If we cannot reduce your bill we will write to you telling you why we have not been able to do so.

Disregard type 11

People who work for International Headquarters and Defence Organisations and their dependants

We do not count people who are designated under the International Headquarters and Defence Organisations Act. We also do not count any of their dependants.

Relevant organisations include:

SHAPE SACLANT, CINCHAN, CHANCOMITEE, COMMAIRCHAN, CINCEASTLANT, COMMAIREASTLANT COMSUBEASTLANT and CINCUKAIR.