

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX200027 Twickenham Tel: 020 8891 7724
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk
Web site: www.richmond.gov.uk/finance

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

COUNCIL TAX DISCOUNT/EXEMPTION APPLICATION - DIPLOMATS AND THEIR DEPENDANTS

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.

If an owner, joint owner or tenant of a property is resident in it (and is therefore a liable person for Ctax) and is a diplomat the property is EXEMPT even though there may be other residents who are not diplomats..

If a diplomat is resident in a property but is not a liable person s/he is disregarded for Ctax, if after applying all appropriate disregards there is only one person left the account is discounted by 25% or if all persons are disregarded by 50%.

We therefore need to be able to identify the liable person(s) accurately (as well as the number of residents over 18 for disregards) in order to grant the correct relief.

We will always check with the Foreign Commonwealth Office to confirm diplomatic status of persons claiming under these provisions.

Please read the attached information leaflet before you fill in the rest of this form.

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:

2. Please give the number of people who are liable to pay the council tax at the property:

3. Please give the full name of the diplomat and the embassy to which they are attached.

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

Signature:	Date:	Daytime contact number:
------------	-------	-------------------------

The information you give will only be used for the purposes of Council Tax and 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**

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 to 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 15

Diplomats and their dependants

We do not count people who are

- diplomats or their dependants; **or**
- they have diplomatic privileges and immunities; **and**
- are not British; **and**
- they would not otherwise be liable to pay the Council Tax.

If they would be liable to pay the council tax the property will be exempt from any charge.

Exempt Properties

You do not have to pay any Council Tax on some types of home. These are known as **exempt** homes.

How to apply for an exemption

Exemptions are not given automatically.

To apply for an exemption, you need to fill an application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.

Exemption type V

Properties which are lived in by a Diplomat

A home is exempt when:

- it is the main home in this country of a diplomat; **or**
- it is the main home in this country of someone who has diplomatic privileges and immunities; **and**
- they would otherwise be liable to pay the Council Tax.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that affect the exemption, for example the diplomat moving out or the property is sold.