

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX2000027 Twickenham Tel:020 8891 1411
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Armed Forces, Barracks, Messes and Married Quarters

Your postal address:	Address of property if different to postal address: Council Tax Account Number (if known):
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For an exemption to be considered you must complete, sign and return this form to the Council Tax Office.

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

1. Is the property owned by the Secretary of State for Defence? Yes No

2. What type of accommodation is the property ?

(please tick)

- Barracks
- Messes
- Married Quarters

3. 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: Revenues and Benefits Office, Civic Centre, 44 York Street, Twickenham, TW1 3BZ.

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 O

Armed forces barracks, messes and married quarters

A home is exempt when:

- it is owned by the Ministry of Defence; **and**
- it is used for armed forces accommodation.

A contribution to Council Tax will be paid by the Ministry of Defence.

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 property is sold.