

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX200027 Twickenham Tel:020 8891 1411
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk

Unoccupied Annexes **T**

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

I have been notified that the above property may be exempt from Council Tax. 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 fill in the rest of the form.

1. Is anyone living in the above property? Yes No

 If **YES**, please list all the people 18 or over and their date of moving in below:

	Date Occupied
Name (1)	
Name (2)	
Name (3)	

If **NO**, when did the property become unoccupied? Day Month Year

2. Does the property form part of a larger domestic property? Yes No

 3. Can the property be let separately from the rest of the dwelling without a breach of planning control?

If **NO**, please provide planning reference and date (if known)

4. Please provide an address, other than the property, at which you can be contacted, if not above.

Daytime telephone number (helpful if we need to contact you):

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

Name:	Signature:	Date:
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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.**

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 T

Empty annexes that cannot be let separately

A home is exempt when:

- it is unoccupied; **and**
- it forms part of a single domestic home; **and**
- cannot be let separately without breaching planning control.

An annex must have its own valuation band. It must not be included in the valuation band for the rest of the property.

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