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**Annexes that are lived in by a dependant relative**

**W**

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

Is the annex lived in by a relative who is;

(a) 65 years old or over?\*

(b) Has severe mental problems?\*

(c) Has a substantial and permanent disability?\*

Yes No


\* (a) If 'yes' please provide a birth certificate or similar document showing proof of age

\* (b) If 'yes' please provide the name and address of the persons doctor. We will need to contact them.

\* (c) Please provide some documents to verify this. For example - proof of Attendance Allowance or Disability Living Allowance.

Please provide the name of the relative:

On what date did they occupy the annex?

Day Month Year

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Does the property form part of a larger domestic property?

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

Yes No


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:

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 W*

### **Annexes that are lived in by a dependant relative**

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A home is exempt when:

- it is an annex or similar self contained part of a home; **and**
- it is lived in by a relative who is *either*
  - 65 years old or over, *or*
  - has severe mental problems, *or*
  - has a substantial and permanent disability; **and**
- they are a relative of a person who lives in the other part of the home.

A relative is a partner, parent, grandparent, great-grandparent, great-great-grandparent, brother, sister, child, grandchild, great-grandchild, great-great grandchild, uncle, great-uncle, great-great-uncle, aunt, great-aunt, great-great-aunt, nephew or niece, great-nephew or great-niece, great-great nephew or great-great-niece.

People with severe mental problems have “a severe impairment of intelligence and social functioning (however caused) which appears to be permanent.”

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

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 if the annex is sold.