

Application for Annexe Exemption or Discount



**BOROUGH OF
BROXBOURNE**

www.broxbourne.gov.uk

Address of property

Council tax account number

Please read the attached information sheet for the qualifying conditions.

Part A

Name of applicant.....

Date of birth.....

Name of other occupants of this annexe.....

NOTE: Please enclose a copy of your birth certification with this application if you are aged 65 or over.

Part B

Are you a relative of someone who lives in the main property? **Yes / No**

(Please see the information sheet attached for definition of a relative).

If **Yes**, please state your relationship to that person.

.....

Part C - Disabled exemption (Please go to Part D if this does not apply)

Is the applicant substantially and/or permanently disabled? **Yes / No**

If **Yes**, please list any benefits the applicant is in receipt of:

1.

2.

3.

Part D – Severely Mentally Impaired (Please go to Part E if this does not apply)

Is the applicant severely mentally impaired?

Yes / No

If **Yes**, please list any benefits the applicant is in receipt of (these must comply with those listed under 'qualifying benefits':

1.

2.

DOCTORS CONFIRMATION

Patients name.....

Date patient became severely mentally impaired.....

Signature..... Date.....

Practice Stamp



The information collected on this form is necessary to administer your Council Tax and fulfil the council's statutory functions, and will not be used for any other purposes.

Privacy Notice - Borough of Broxbourne Council is committed to protecting your privacy when you use our services. Our Privacy Notice explains how we use information about you and how we protect your privacy. <https://www.broxbourne.gov.uk/resident/privacy-policy>.

Part E - Declaration

I declare the information given on this form is correct to the best of my knowledge and undertake to notify you immediately if I believe that I am no longer eligible for the discount or exemption granted in respect of this application.

I understand that the information on this form may be checked, stored on a computer and processed by a computer. It may be checked with other information held by the council and be disclosed for other council purposes as described on the register entry compiled by the Data Protection Registrar.

Name in BLOCK CAPITALS.....

Signature..... Date.....

Telephone Number (Home)..... (Mobile).....

What is an annexe?

- A self-contained unit forming part of a single dwelling
- Is generally a building or part of a building which has been constructed or adapted for use as separate living accommodation
- Has been separately rated by the Valuation Office.

What is a relative as defined by The Council Tax (reductions form Annexes) Regulations 2013?

A person is to be regarded as the relative of another, if the person:

- is the spouse or civil partner of that person, or
- is that person's parent, child, grandparent, grandchild, brother, sister, uncle or aunt, nephew or niece, great-grandparent, great-grandchild, great-uncle, great-aunt, great-nephew or great-niece, or
- is that person's great-great-grandparent, great-great-grandchild, great-great-uncle, great-great-aunt, great-great-nephew, great-great-niece; and
 - a relationship by marriage or civil partnership shall be treated as a relationship by blood;
 - a relationship between two persons who are not married but are living together as a married couple shall be treated as a relationship by marriage and a relationship between two persons of the same sex living together as if they were civil partners shall be treated as a relationship by civil partnership; and
 - the stepchild of a person shall be treated as the person's child;
 - the child of the civil parent or a person ('A') shall be treated as A's child; and
- the person who is liable to pay council tax includes a person who would be so liable if the dwelling were not an exempt dwelling within the meaning of the Council Tax (Administration and Enforcement) Regulations 1992(3).

Qualifying benefits for severely mentally impairment

To qualify as severely mentally impaired a person must be entitled to one of the following benefit

- Incapacity Benefit (short- term or long- term)
- Employment Support Allowance (ESA)
- Attendance Allowance (AA)
- Severe Disablement Allowance (SDA)
- The highest or middle-rate care component of Disability Living Allowance (DLA)
- Daily Living Component at the enhanced rate for Personal Independence Payments
- An increase in Disablement Pension for constant attendance
- Un-employability Supplement (abolished in 1987 but existing claimants remain entitled)
- Constant Attendance Allowance payable under the Industrial Injuries or War Pension schemes
- Un-employability Allowance payable under the Industrial Injuries or War Pensions schemes
- Income support which includes a disability premium because of incapacity for work
- The disability element of Working Tax Credit

If a benefit ceases on reaching pensionable age, it needed to be in payment until that pension age is reached.

What is the council tax charge for the annex at my property?

An occupied annexe: Class W Exemption

An annexe can be exempt from the council tax charge if it is occupied as the main residence of a dependant relative of a person who lives in the main dwelling. In this instance a 'dependant relative' is:

- A person aged 65 years or more
- A person who is severely mentally impaired, or
- A person who is substantially and/or permanently disabled

Evidence of age and/or disability will be required in support of an application for this exemption to be applied.

An occupied annexe: 50% Discount

With effect from 1 April 2014, the occupant of an annexe can receive a 50% discount from the council tax charge if:

- they are a relative of the person liable to pay council tax in the main dwelling
- the annexe is deemed their sole or main residence

An unoccupied annexe: Class T Exemption

An annexe can also be exempt from the council tax charge if it is unoccupied but may not be sold or let separately from the main dwelling without breach of planning control. This exemption can be applied irrespective of whether or not the annexe is furnished.

Evidence of the planning restriction will be required before the exemption can be considered. (Section 171a of the Town and County Planning Act 1990).