

COUNCIL TAX - Annexe Discount



Knowsley Council

Please complete this form and return to:

Knowsley Metropolitan Borough Council

Municipal Buildings, (Yorkon) Archway Road, Huyton, Merseyside, L36 9YU

Telephone: 0151 443 4476

E-mail: local.taxation@knowsley.gov.uk **Web:** www.knowsley.gov.uk

Your name and address:	Council Tax account number:
	E-mail address:
	Your phone number:

Please read the information over the page before you fill in your application

Full address of the main property:

Post Code:

Full address of the annexe

Post Code:

Names of all occupiers of the main house:

Names of all occupiers who have their main residence in the annexe:

Relationship to occupier of main House:

Is the Annexe used by the occupier of the main house as part of the general living accommodation for the main house?

Yes

No

Declaration: I have read the definition of the annexe reduction and I can confirm: the annexe forms part of the main house, I have answered the above questions to the best of my knowledge and belief and I will inform the council if any circumstances change which may affect entitlement to this discount.

Signature:

Print Name:

Date:

Council Tax and Data Protection - How we will use your information.

The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation. This authority has a duty to protect public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering public funds. We will not disclose your personal information to third parties for marketing purposes

COUNCIL TAX – ANNEXE DISCOUNT

Who can apply for an annexe discount?

From 1 April 2014 annexes which are used by the occupier of the main house as part of the main home, or annexes which are occupied by a relative of the person living in the main house will be entitled to a 50 per cent reduction in the Council Tax payable on the annexe.

In order to qualify for this discount the following criteria must be met:

- The annexe must be a separate unit within a single property. Therefore it must be within the grounds of the main house and does not necessarily have to be attached to the main house but must be included in the title deeds of the main house

AND

- The annexe must be occupied by a relative (as their main residence) of the person who lives in the main house (see definition of relative below).

OR

- The resident of the main house uses the annexe as part of their main home

Relative means:

- she / he is the spouse of that person, **or**
- she / he is that person's parent, child, step 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**
- she / he is that person's great-great-grandparent, great-great-grandchild, great-great-uncle, great-great-aunt, great-great-nephew or great-great-niece

What happens if I qualify?

We will send you an adjusted bill showing the 50% reduction within 10 working days of receipt of your documents.

The 50 percent reduction is on top of any other discount you or your relative may be entitled to. For example, if your adult son is living in the annexe on his own. He will be liable for Council Tax and be entitled to a 25 percent single occupier discount and a 50 percent annexe discount.