

# COUNCIL TAX - Granny Annexe Exemption



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](mailto:local.taxation@knowsley.gov.uk) **Web:** [www.knowsley.gov.uk](http://www.knowsley.gov.uk)

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

Address this form relates to (if different)

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

Names of main Council Tax Payer:

Names of the occupiers of the annexe

Relationship of person named above

## Reason for applying (please tick the relevant boxes)

The occupier of the annexe is:

- Aged 65 years or more (please supply evidence as stated overleaf)
- Severely mentally impaired (please supply evidence as stated overleaf)
- Substantially or permanently disabled (please supply evidence as stated overleaf)

When do these conditions apply from?

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 – GRANNY ANNEX EXEMPTION**

### **Who can apply for a granny annexe exemption?**

You can apply for a granny annexe exemption for dwellings which are the sole or main residence of someone who is dependent on a relative living in a separate unit within a single property.

'Dependent' and 'Relative' are clearly defined and a person must fulfil both criteria before we can grant the exemption.

### **What qualifies as 'dependant' and 'relative'?**

**Dependent** means:

- aged 65 years or more, **or**
- severely mentally impaired (he/she has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent), **or**
- substantially and permanently disabled (whether by illness, injury, congenital deformity or otherwise).

**Relative** means:

- she / he is the spouse of that person, **or**
- she / he 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**
- 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 evidence do I need to supply?**

- If aged 65 years or more – A copy of their birth certificate.
- If severely mentally impaired – A copy of the award letter for the allowances awarded to them.
- If substantially and permanently disabled – A copy of the award letter for the allowances awarded to them.

### **What happens if I qualify?**

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