

## Council Tax - Claim for Discount/Exemption International Headquarters

The amount of Council Tax payable is based on the assumption that there are two, or more, adults living in each property. An exemption may apply where the property remains empty for the reason stated below:-

If a person, normally resident in the property is a member of an International headquarter he/she may be disregarded for the purposes of Council Tax and a discount may apply. Full definition of the criteria is shown below.

If you think you may qualify for this reduction, please supply the information requested below and return the completed form to **Freepost RBSANDWELL**

**Account Number**

**Address**

**Name of Liable Person**

**Number of occupiers over 18**

**State the full names of the person(s) who qualify for this disregard**

### DECLARATION - which must be completed by, or on behalf of, the liable resident

I declare that the information given above is true and accurate to the best of my knowledge and belief. I undertake to notify the Revenues and Benefits Service of any change in circumstances, which could affect my entitlement to a Council Tax discount. I understand that a minimum £70 penalty can be imposed if any information supplied is found to be inaccurate.

Full Name \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Guidance Notes

A member or a dependant member, within the meanings given by the Schedule to the International Headquarters and Defences Organisations Act 1964(b) of a headquarters or organisation which is on the day subject of a designation by an Order in Council under section 1 of that Act

**Please Note:** Where there is a legitimate reason to do so information which is collected for the administration of Council Tax may be shared with other departments within Sandwell Council.