

# Application for Council Tax Discount (Job Related Dwellings)

If you need any help completing this form  
please phone the Council Tax Office on  
01507 601111.

Please use **BLACK CAPITAL LETTERS**.

Account Number:

Property Reference:

**This application is for a 50% council tax discount. It will apply where the council tax payer is required as part of their employment (under their terms and conditions) to live elsewhere. The property they have left must remain furnished and cannot be occupied as anyone's main home.**

1. Full address of the property you have left:

2. The date you vacated the property in question:

3. Is the property mentioned in question 1 furnished?

Yes

No

## Part A

Are you a serving member of the armed forces, living in accommodation in England provided by the Ministry of Defence?

Yes

No

If YES, please sign the declaration and return to the Council Tax office at the address shown at the bottom of this form.

## Part B

Are you, or your spouse/partner, required to live in job-related accommodation at another address in England where you are also liable to pay Council Tax?

Yes

No

Please confirm the reason for the requirement to live in job-related accommodation as being either:

a) Under the contract of your (or your spouse/partner) employment for the proper, or better performance, of your duties.

OR

b) Where you (or your spouse/partner) are required to occupy under a contract requiring you to carry on a trade, profession or vocation in a property provided by another person.

If you have answered **NO** to the questions in Part A and Part B, please provide details on a separate sheet of paper to support your claim for this discount.

If you have answered **YES**, to any of the questions in Part B, please complete the questions overleaf.

4. Confirm the designated address where you are required to live under your contract of employment:

5. Who is liable for the Council Tax and named on the Council Tax bill at the address where you are required to live under your contract of employment?

6. Are you (or your spouse/partner) the director of a company (or an associated company) who provides the dwelling you have stated above?

Yes  No

If NO, go to question 7.

If YES, are you (or your spouse/partner) employed as a full-time working director?

Yes  No

If YES, is the company a non-profit making or charitable organisation?

Yes  No

7. Are you (or your spouse/partner) in partnership with the person, or a partner in a company, providing the dwelling as shown at question 4? Yes  No

**Checklist:** To complete your application, please also provide the following evidence. If you do not supply this information we will be unable to process your application.

A copy of the terms and conditions of your employment.

OR

A copy of your contract of employment

## DECLARATION

I declare that the information given is correct to the best of my knowledge.

Signed:

Date:

Full name:

Telephone:

Email:

Date of birth:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty. If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax office on 01507 601111 to check.

**WARNING:** If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

## Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, East Lindsey District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.e-lindsey.gov.uk/privacy](http://www.e-lindsey.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.



**PSPS**  
Public Sector Partnership Services Ltd

Delivering services for

