

South Cambridgeshire Hall
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Cambourne
Cambridge
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www.scambs.gov.uk
01954 713000



**South
Cambridgeshire
District Council**

Council Tax 50% Annexe Discount Application Form

From the 1st of April 2014 a 50% discount can be claimed by occupiers of a separately valued annexe provided that the annexe is either used by the persons resident in the main dwelling as part of the main residence or is used by a relative of the occupier of the main property as their sole or main residence. If you believe that either circumstance applies to you please complete this form and return it to South Cambridgeshire District Council.

Annexes which have already been granted exemption under Class W or Class T of the legislation will not be affected by this change. Please refer to the council tax leaflet enclosed with your annual bill for details or go to our website at www.scambs.gov.uk.

Council Tax reference number:

Annexe Property Address including post code

Main Property Address including post code

Application for 50% Annexe Discount

On what basis are you claiming this discount? Please select:

The annexe is used as part of the main property

I am related to the person resident in the main property

Name(s) of resident(s) of the annexe	
Date of occupation of the annexe /date the annexe became furnished	
Relationship to resident of the main property.	

Declaration

Please read this declaration carefully before you sign and date it.

I declare that the information I have given on this statement is correct and complete. I understand that if I give information or evidence that is false, misleading or incomplete that I will be required to repay any Council Tax due and that you may take action against me. This may include the issue of a penalty notice or court action. I agree that you can use this information to work out any Council Tax liability and that you may share this information with any Government bodies where the law allows it.

Your name:

Date:

Signature

Telephone Number: _____

Email Address: _____

If the circumstances giving rise to this reduction in liability change you must notify South Cambridgeshire District Council within 21 days of the change. You can call us on 01954 713000 or email revenues@scambs.gov.uk.



We process your data in line with our legal obligation to collect Council Tax. We may process the information you provide to prevent and detect fraud and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We may share information provided within the Council to assist with the delivery of Statutory functions. We participate in the government's National Fraud Initiative, and further information is on our website: <https://www.scambs.gov.uk/content/national-fraud-initiative>

The General Data Protection Regulation (GDPR) updates your rights regarding how your data is processed. More information regarding this can be found here <https://www.scambs.gov.uk/content/privacynotice>