

Council Tax Team
Torrige District Council
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Office Hours (For Telephone Enquiries)
Mon - Thu 8.45 am to 5.00 pm
Friday 8.45 am to 4.45 pm

Account Ref:

Property Ref:

Dear

**Council Tax: Class 'W' exemption application
(for occupied granny annexes)**

Under the Council Tax (Chargeable Dwellings, Exempt Dwellings and Discount Disregards) Amendment Order 1997, a dwelling which forms part of a single property which has been separately assessed for Council Tax purposes and is the sole or main residence of a dependant relative, may be exempt from Council Tax from 1st April 1997 subject to the following conditions:-

- A. The dependant relative(s) must be either:-
- (1) 65 years old or over, or
 - (2) Severely mentally impaired, or
 - (3) Substantially and permanently disabled (whether by illness, injury, congenital deformity, or otherwise).
- B. A person is regarded as a dependant relative of another if:-
- (1) He/she is the spouse of that person, or
 - (2) He/she is that person's parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, or is the parent or child of such a person e.g. a cousin.

In order that I may consider an exemption for your property, I would be obliged if you could complete the following:-

1. Address of annexe _____

2. Name of person(s) residing in the annexe _____

3. Please specify under which if the following categories you wish to apply

- | | | |
|-----|---|---------------|
| (1) | Aged 65 years or more
(Please provide proof of age) | YES/NO |
| (2) | Severely mentally impaired
(A separate form is available) | YES/NO |
| (3) | Substantially and permanently disabled (whether by illness,
injury, congenital deformity or otherwise)
Please note that confirmation will be required from a medical
practitioner (a letter is attached for this purpose – see overleaf) | YES/NO |

4. Address of the main property of which the annexe forms a part _____

5. Name of person(s) residing in the main property _____

6. The relationship between yourself and the person(s) residing in the main property

7. Date you moved into the annexe _____

8. Contact details: Tel: _____ Mobile _____

E-mail: _____

I declare that the information on this form is correct, to the best of my knowledge.

Signature

Date

WARNING: ANY PERSON WHO SUPPLIES FALSE INFORMATION MAY BE LIABLE TO PROSECUTION. YOU ALSO HAVE A LEGAL OBLIGATION TO INFORM TORRIDGE DISTRICT COUNCIL IF YOU HAVE A CHANGE OF CIRCUMSTANCES WHICH WOULD AFFECT THE DISCOUNT.

Torrige District Council collects, stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – in relation to personal data

Substantial Public Interest – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.