



**Revenues
White Cliffs Business Park
Dover
Kent CT16 3PF**

Telephone: **(01304) 821199**
Fax: **(01304) 872104**
DX: **6312**
Minicom: **(01304)820115**
Website: **www.dover.gov.uk**

Contact: Billing Section
Helpline: (01304) 872199
e-mail: **revenues@dover.gov.uk**

**LOCAL GOVERNMENT FINANCE ACT 1992
Application for Exemption from Council Tax (Class W)
Occupied annexe to another dwelling**

Council Tax Reference Number

Applicant's Name
(i.e. the name of the Council Tax payer)

Property Address
.....
.....

I confirm that the circumstances as shown overleaf apply and therefore make application for exemption from Council Tax.

Contact telephone number

Signed Dated

Please return this form as soon as possible to the Council Offices, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PF

You have a legal obligation to notify Dover District Council within 21 days if you are no longer, or were never eligible for the exemption, once you have been notified of the assumption of entitlement. Failure to do so may result in a £50.00 penalty.

Exemption will be granted if the dwelling forms part of a single property including at least one other dwelling and is the sole or main residence of a dependant relative of a person who is resident in the other dwelling.

A 'dependant relative' is:

- (a) a person aged 65 or more
- (b) a person who is severely mentally impaired (within the meaning of the Council Tax legislation)
- (c) a person who is substantially and permanently disabled (whether by illness, injury, congenital deformity or otherwise)

When the application is received an officer will arrange a visit to verify the situation of the property