

Explanatory Notes

Exemption – Class H - Property held for occupation by a minister of religion

Who can apply?

The person who is liable to pay the council tax needs to apply for this exemption.

When will an exemption be awarded?

An exemption may only be awarded once evidence that a property is held for a minister of religion and an application form has been received. Evidence can be a letter from the Diocese or relevant body confirming that the property is held empty for a minister of religion.

Exemption Criteria

An exemption will apply if-

The exemption applies to a property held for a minister of any religious denomination as a residence from which to perform the duties of their office. There is no requirement as to ownership of the property and the exemption applies whether or not that particular dwelling was last used by a minister.

What happens next?

Once we receive your application with the supporting evidence we will assess it and if you are successful we will issue a reduced Council Tax bill.

Appeals

If the Royal Borough of Greenwich decides not to award a discount you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However you may not appeal against the amount of the discount.

PLEASE NOTE:

Making an application for a discount is not grounds for non-payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

I/we understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining / retaining a Council Tax reduction discount is committing an offence and may be liable to prosecution.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information you have provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments.

I/We have read, understood and agree to comply with the declaration above.

Your signature

Date

Daytime telephone number

Email address

Please return this application form, with any supporting documents that may have been requested to;

Royal Borough of Greenwich
Revenues & Benefits Service
Director of Finance
The Woolwich Centre
35 Wellington Street
London SE18 6HQ