

If you've moved into a Night Shelter: Council Tax discount application form

If you own or you've moved into a night shelter, you may be entitled to a discount.

Proof you need to send with this application form

If you've moved into a night shelter

We need a letter from the owner of the night shelter confirming that you've moved in and how long you'll be there.

If you own a night shelter

We need a letter from the head office of your organisation that includes:

- confirmation that the property is for people of no fixed address
- the full name and address of the property
- the full names of all the people living there
- dates of when the residents moved in

Warning: You must pay Council Tax while you wait for us to decide if you're eligible for a discount. If you do not pay, we'll start the Council Tax recovery process.

1. About your eligibility for this discount or exemption

I confirm that I'm either (select one option):

- ☐ a resident of a night shelter
- ☐ an owner of a night shelter for people of no fixed address

If you've moved into a Night Shelter: Council Tax discount application form

2. About the Council Tax payer

Council Tax account number This is 8-digits. You can find it at the top of your Council Tax bill.	Date the discount or exemption should start
	DD/MM/YYYY
Full name of the Council Tax payer	Full address of the night shelter

3. About your previous address

If you've moved into a night shelter from a fixed address, you need to tell us about your previous property.

Your full name	Date of birth
Your previous address	Reason for leaving
Date you moved into the night shelter	DD/MM/YYYY

a) About your previous household

We need you to provide details of everyone living at your previous address.

Number of people living at your previous address			
Full name	Date of birth	Date moved in	
1)	DD/MM/YYYY	DD/MM/YYYY	
2)	DD/MM/YYYY	DD/MM/YYYY	
3)	DD/MM/YYYY	DD/MM/YYYY	

If you've moved into a Night Shelter: Council Tax discount application form

4. About the residents of the night shelter

We need details of everyone living in the night shelter. The owner can fill in these details.

Number of people living in the night shelter			
Full name	Date of birth	Date moved in	Usual address (if applicable)
1)	DD/MM/YYYY	DD/MM/YYYY	
2)	DD/MM/YYYY	DD/MM/YYYY	
3)	DD/MM/YYYY	DD/MM/YYYY	

5. About the owner of the night shelter

Full name		Registered head office address	
Daytime phone number		Email address	

6. Proof required

Night shelter resident	I have included a letter from the night shelter confirming details of my stay	<input type="checkbox"/> Yes
Owner	I have included a letter from head office confirming the use and details of residents living in the night shelter	<input type="checkbox"/> Yes

If you've moved into a Night Shelter: Council Tax discount application form

7. Declaration

You must read and agree to the terms and conditions of this discount or exemption.

By applying, you confirm that:

- the information you've given on this form is correct and complete
- you agree to tell us straight away about any change in your circumstances that may affect your entitlement
- you acknowledge that providing false information or failing to tell us about a change in your circumstances for the purpose of claiming or retaining a Council Tax reduction or discount is an offence that could result in the Royal Borough of Greenwich issuing court proceedings against you
- you understand that we have a duty to protect the public funds we administer. We may use the information you've 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 confirm I have read, understood and agree to comply with the declaration above.

Full name (use capital letters)	Signature	
Daytime phone number	Email address	Date
		DD/MM/YYYY

Send every page of this form, with your proof, to us by email or post to:

Email: counciltax@royalgreenwich.gov.uk

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

If you've moved into a Night Shelter: Council Tax discount application form

What happens next

It can take up to 21 days for us to process your application and decide if you're eligible.

We may ask you for more proof. If you're eligible, we'll send you an updated bill.

You must tell us within 21 days about any change in your circumstances that may affect your entitlement to a discount or exemption. If you do not tell us, you could get a £70 fixed penalty.

Appeal a decision

If you're not happy with our decision you can appeal to us in writing within 28 days. Find out how to appeal, at: royalgreenwich.gov.uk/appeal-council-tax