

Job-related accommodation: Council Tax discount application form

You could get 50% off your Council Tax at a UK property you live in for work.

It only applies if you're liable for Council Tax at another property in the UK.

There must be a direct link between your work and the property, for example, if you are a caretaker, pub landlord or schoolteacher. The discount will not apply if you have a second property near where you work, but you do not do your job from there.

Proof you need to send with this application form

We need a signed and dated copy of your employment contract confirming:

- that your employer provides the accommodation
- why you must live there

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

As someone who is living in a job-related accommodation, I can confirm I must live there because it's (select any option):

- ☐ necessary for the proper performance of the duties of my job that I live there
- ☐ provided for the better performance of my duties and it's standard for my employer to provide it
- ☐ part of special arrangements to protect me against a threat to my security

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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 job-related property you're applying for

3. About your sole or main home

Sole or main home address		
Is the sole or main home empty or occupied?	<input type="checkbox"/> Empty	<input type="checkbox"/> Occupied

a) If the property's empty

Date the property became empty	DD/MM/YYYY		
Is it empty furnished or unfurnished?	<input type="checkbox"/> Furnished	<input type="checkbox"/> Unfurnished	
Date you bought the property (if applicable)	DD/MM/YYYY		
Date your tenancy started (if applicable)	DD/MM/YYYY		
If rented, tell us your landlord or managing agent details			
Full name of landlord or managing agent		Address of landlord or managing agent	
Daytime phone number		Email address	

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b) If the property's occupied

We need details of everyone living in the household (use another sheet if necessary)			
Number of people now living in the property			
Full name	Date of birth	Date moved in	Relationship to the council tax payer
1)	DD/MM/YYYY	DD/MM/YYYY	
2)	DD/MM/YYYY	DD/MM/YYYY	
3)	DD/MM/YYYY	DD/MM/YYYY	

4. About your job-related property

Job-related property address			
Date you moved in	DD/MM/YYYY		
Is it furnished or unfurnished?	<input type="checkbox"/> Furnished	<input type="checkbox"/> Unfurnished	
We need details of everyone living in the household (use another sheet if necessary)			
Number of people living in the sole or main property			
Full name	Date of birth	Date moved in	Relationship to the Council Tax payer
1)	DD/MM/YYYY	DD/MM/YYYY	
2)	DD/MM/YYYY	DD/MM/YYYY	
3)	DD/MM/YYYY	DD/MM/YYYY	

5. Proof required

I have included a copy of my employment contract confirming my employer has provided the job-related accommodation and why I must live there	<input type="checkbox"/> Yes
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6. 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

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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