

Member of a religious community: Council Tax discount application form

You may not be counted for Council Tax if you're a member of a religious community.

Proof you need to send with this application form

We need:

- a letter from the head office of your religious community confirming your membership
- proof of your income such as a copy of your pension letter, P60 or bank statement

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 a member of a religious community, I confirm:

- ☐ the main activities of the community include prayer, contemplation, education or the relief of suffering
- ☐ I have no income or capital – except pensions from past employment
- ☐ I am dependent on the religious community for my material needs

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 property you're applying for |
| | |

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3. About the property

| | | | |
|---|---------------|---|------------------|
| Name of owner or organisation that owns the property | | Correspondence address (if different to the property address) | |
| | | | |
| Daytime phone number | | Email address | |
| We need details of everyone living in the property (use another sheet if necessary) | | | |
| Number of people living in the property | | | |
| Full name | Date of birth | Date moved in | Previous address |
| 1) | DD/MM/YYYY | DD/MM/YYYY | |
| 2) | DD/MM/YYYY | DD/MM/YYYY | |
| 3) | DD/MM/YYYY | DD/MM/YYYY | |
| Name of the religious community | | | |

4. Proof required

| | |
|--|------------------------------|
| I have included a letter from the head office of the religious community confirming membership and the main activities of the community | <input type="checkbox"/> Yes |
| I have included proof of income for each member of the religious community, for example, a copy of a pension letter, P60 or bank statement | <input type="checkbox"/> Yes |

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5. 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