

# Member of international headquarters or a defence organisation: Council Tax discount application form

You may get a discount if someone in your household is a:

- member of an international headquarters or defence organisation
- dependant of a member of an international headquarters or defence organisation

The organisations this applies to are those designated by an Order in Council under the International Headquarters and Defence Organisations Act 1964.

## Proof you need to send with this application form

We need a headed letter from the international headquarters or the defence organisation confirming that you're a member or dependant of a member.

**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 (select one):

- ☐ I am a member of an international headquarters or defence organisation
- ☐ I am a dependant of a member of an international headquarters or defence organisation

## 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 person who is a member of an international headquarters or defence organisation

Full name		Date of birth	
		DD/MM/YYYY	
Name of employer		UK address of employer	
Daytime phone number		Email address	
Position held with your employer		Place of employment (if different to employer's UK address)	

### 4. About the household

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	Relationship to the member of international HQ or defence organisation
1)	DD/MM/YYYY	DD/MM/YYYY	
This person is:			
<input type="checkbox"/> an owner	<input type="checkbox"/> a tenant	<input type="checkbox"/> a lodger	<input type="checkbox"/> Other _____
2)	DD/MM/YYYY	DD/MM/YYYY	
This person is:			
<input type="checkbox"/> an owner	<input type="checkbox"/> a tenant	<input type="checkbox"/> a lodger	<input type="checkbox"/> Other _____

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3)	DD/MM/YYYY	DD/MM/YYYY	
This person is:	<input type="checkbox"/> an owner	<input type="checkbox"/> a tenant	<input type="checkbox"/> a lodger <input type="checkbox"/> Other _____

### 5. Proof required

I have included a headed letter from the international headquarters or the defence organisation confirming that I'm a member or dependant of a member.	<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

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

Email: [counciltax@royalgreenwich.gov.uk](mailto:counciltax@royalgreenwich.gov.uk)

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

### 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](http://royalgreenwich.gov.uk/appeal-council-tax)