

Diplomatic privilege or immunity: Council Tax discount or exemption application form

You may not be counted for Council Tax if you have diplomatic privileges or immunity.

Proof you need to send with this application form

We need a:

- letter from your organisation confirming your diplomatic privilege or immunity
- copy of your passport showing your diplomatic status
- copy of a Form 3 stamped by your mission and the Foreign, Commonwealth and Development Office (FCDO)

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 have been granted diplomatic privileges or immunity by the (select all that apply):

- ☐ Diplomatic Privileges Act 1964
- ☐ Commonwealth Secretariat Act 1996
- ☐ Consular Relations Act 1968
- ☐ Commonwealth Countries and Republic of Ireland Order 1985
- ☐ International Organisations Act 1968
- ☐ Hong Kong Economic Trade Act 1996

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

Diplomatic privilege or immunity: Council Tax discount or exemption application form

3. About your diplomatic status and your organisation

Your full name			
Are you a UK resident or a foreign national who is a permanent resident in the UK?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of your organisation			
Name of a person at your organisation who can confirm your diplomatic status		Position held	
Daytime phone number		Email address	

4. About the household

We need details of everyone living in the property (use another sheet if needed)				
Number of people living in the property				
Full name	Date of birth	Date moved in	Relationship to you	Nationality
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 _____	

Diplomatic privilege or immunity: Council Tax discount or exemption application form

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 _____	

4. Proof required

I have included a copy of my passport	<input type="checkbox"/> Yes
I have included a letter from my organisation or embassy confirming my diplomatic privileges or immunity	<input type="checkbox"/> Yes
I have included a copy of a Form 3 stamped by my mission and the Foreign, Commonwealth and Development Officer (FCDO)	<input type="checkbox"/> Yes

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.

Diplomatic privilege or immunity: Council Tax discount or exemption application form

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

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