

Foreign Language Assistant: Council Tax discount or exemption application form

You may get a discount or exemption if you or someone you live with is a foreign language assistant.

Proof you need to send with this application form

We need a:

- copy of your passport or visa
- letter from the British Council or educational organisation confirming that you or someone you live with is working as a foreign language assistant

if you're applying on behalf of the person who's a foreign language assistant, we also need their [permission to discuss their Council Tax account with you](#).

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 or the foreign language assistant:

- ☐ is registered with the British Council
- ☐ is employed by a UK school or educational organisation
- ☐ has a passport or visa to confirm status as a foreign language assistant

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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 property you're applying for

3. About the foreign language assistant

Full name	Date of birth
	DD/MM/YYYY
Name of the employer or educational organisation	Address of the employer or educational organisation
Start date of employment	Expected end date of employment
DD/MM/YYYY	DD/MM/YYYY

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4. Representative details

Tell us your details if you are completing this form on behalf of the person who is a foreign language assistant. For example, you are a friend or relative.

We cannot discuss a Council Tax account with anyone not named on the bill. You can use our 'Authority to Discuss' form for the bill payer to give us permission and send it with this application. Download the form at: royalgreenwich.gov.uk/council-tax-permission

Full name		Address (if different to the foreign language assistant)	
Daytime phone number		Email address	

5. About the household

We need details of everyone living in the property.

Number of people living in the property (including the foreign language assistant)				
Full name	Date of birth	Date moved in	Relationship to the Council Tax payer	Is this person a foreign language assistant?
1)	DD/MM/YYYY	DD/MM/YYYY		<input type="checkbox"/> Yes <input type="checkbox"/> No
2)	DD/MM/YYYY	DD/MM/YYYY		<input type="checkbox"/> Yes <input type="checkbox"/> No
3)	DD/MM/YYYY	DD/MM/YYYY		<input type="checkbox"/> Yes <input type="checkbox"/> No

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6. Proof required

I have included a copy of a letter from the British Council or education organisation confirming my status as a foreign language assistant	<input type="checkbox"/> Yes
I have included a copy of my passport or visa	<input type="checkbox"/> Yes
I have included a completed Authority to Discuss form (if applicable)	<input type="checkbox"/> Yes

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

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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

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