

Someone has died: Council Tax discount or exemption application form

If someone has died and their sole or main home is now empty, it may be exempt from Council Tax.

If you're now the only adult living in the property because someone has died, you can apply for a 25% single person discount.

Proof you need to send with this application form

We need a:

- copy of the death certificate
- grant of probate or letters of administration (when you have them)
- copy of termination notice if the property was rented (if available)
- notice from the care home or hospital (if applicable), showing when the deceased person was under their care up to date of death

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 representative or relative of the deceased person, I confirm that (select any):

- ☐ the property is empty because the only person who lived there has died
- ☐ the property is now occupied by one adult only
- ☐ a death certificate has been issued
- ☐ grant of probate or letter of administration has been issued
- ☐ awaiting grant of probate or letter of administration

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2. About the deceased Council Tax payer

Council Tax account number This is 8-digits. You can find it at the top of your Council Tax bill.	Date of death
	DD/MM/YYYY
Full name of the deceased Council Tax payer	Full address of the deceased person's property you're applying for
Is there a Will?	<input type="checkbox"/> Yes – send us a copy <input type="checkbox"/> No – send us a copy of the Letter of Administration
Has probate been granted?	<input type="checkbox"/> Yes – send us a copy <input type="checkbox"/> No – keep us informed
Did the deceased person own other properties in the Royal Borough of Greenwich?	<input type="checkbox"/> Yes <input type="checkbox"/> No

a) If the deceased person owned other properties in the borough

Tell us about all known properties in the borough that were owned by the deceased person (including joint ownership). Use a separate sheet if needed.

1) Full address	1) Names on title deed	1) Date of purchase
		DD/MM/YYYY
2) Full address	2) Names on title deed	2) Date of purchase
		DD/MM/YYYY
3) Full address	3) Names on title deed	3) Date of purchase
		DD/MM/YYYY

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3. Representative details

Tell us your details if you are completing this form on behalf of the deceased person and your relationship to that person.

Full name		Address (if different to the deceased person)	
Daytime phone number		Email address	
Relationship to the deceased person			

4. About the next of kin or beneficiary

Tell us details about the next of kin or beneficiary (if available). Use a separate sheet if needed.

1) Full name of next of kin or beneficiary		1) Address (if different to the deceased person)	
Daytime phone number		Email address	
Relationship to the deceased person			
2) Full name of next of kin or beneficiary		2) Address (if different to the deceased person)	
Daytime phone number		Email address	
Relationship to the deceased person			

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3) Full name of next of kin or beneficiary		3) Address (if different to the deceased person)	
Daytime phone number		Email address	
Relationship to the deceased person			

5. About the household

Is the property currently empty or occupied?	<input type="checkbox"/> Empty <input type="checkbox"/> Occupied
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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 the property was purchased (if applicable)	DD/MM/YYYY		
Tenancy start date (if applicable)	DD/MM/YYYY		
Date the tenancy was surrendered (if applicable)	DD/MM/YYYY		
If rented, tell us the landlord or managing agent details			
Full name of landlord or managing agent		Address	
Daytime phone number		Email address	

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b) If the property's occupied

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

6. Proof required

I have included with this application:

a copy of the death of certificate	<input type="checkbox"/> Yes
a copy of the grant of probate or letter of administration (if applicable)	<input type="checkbox"/> Yes
a copy of the termination notice for the rented property (if applicable)	<input type="checkbox"/> Yes
notice from the care home or hospital showing when the deceased person was under their care until date of death (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

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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

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