



City of Westminster

Postal enquiries should be made to:

Westminster City Council, Council Tax, PO Box 4009, London, SW1E 6QZ.

Payments should be sent to:

Westminster City Council, PO Box 397, Warrington, WA55 1GG.

Telephone: 0845 302 3400 Minicom: 0845 070 0281

(All calls charged at local rate)

Email: WestminsterCouncilTax1@Capita.co.uk

Property reference number:

Canvass reference:

Date of issue:

To be returned by:

Council Tax enquiry form

Request for information about:

Dear Sir or Madam

Please fill in and return this enquiry form in the pre-paid envelope we have provided. The information you give will make sure that the Council Tax bill is correct.

Before you fill in the form, please read the enclosed guidance notes carefully.

Write your answers in CAPITAL LETTERS.

Section 1 - The liable person

Who will be the person or company who has to pay the Council Tax?

Surname or company name	First names
<input type="text"/>	<input type="text"/>

Address for documents and correspondence (if this is not the address of the property)

Date you bought or leased the property / /

Date you began living or working in the property / /

If the property is not used by anyone as a main home, please go to sections 4 and 7.

Section 2 - Single-person discount

Are you the only adult living at this property?

Yes No

From what date?

/ /



Section 3 - Status discount

If you think we should not count any adult in your household when we look at the total number of residents in the property, please fill in this section and we will send you an application form. The discount categories are shown in the enclosed guidance notes.

1 Please write in this box the number of adults living in the property.

2 Name of the person claiming the discount.

3 Type of discount claimed.

Section 4 - Exempt properties

If you think the property should be exempt, please give the class of exemption you are claiming.

Section 5 - Reductions for disabled residents

If you think your valuation band should be lower because the property has been adapted for the needs of a disabled person, please tick this box and we will send you an application form.

Section 6 - Council Tax Benefit

If you would like to claim Council Tax Benefit, please tick this box and we will send you an application form.

Section 7 - Furnished empty homes, second homes and holiday homes

If nobody uses the property as their only or main home, please tick this box

If the property is a second home that is provided for the liable person(s) as part of his/her employment or he/she has a 'job related' home elsewhere, please tick this box (A description of 'job related' is provided in the accompanying notes).

Declaration

Where there is a legitimate reason to do so, information which is collected for the administration of Council Tax may be shared within the City Council and to some organisations acting on behalf of the City Council. Before any information is shared the City Council will apply rigorous checks to ensure that the sharing of such information is fair and warranted. If you require further clarity please telephone 020 7641 2678.

If you have any queries relating to information we hold about you in accordance with the Data Protection Act 1998, please contact the Data Protection Officer, 64 Victoria Street, London SW1E 6QP.

As far as I know, the information given on this form is complete and accurate.

Signature Date Phone number

Please give your previous address if this was in the Westminster area (and account reference if you know it).



How to fill in the Council Tax enquiry form

These notes are to help you fill in the enclosed enquiry form. When we refer to 'adults' we mean any person who is 18 years or over. Even though we may have sent you a bill already, you must fill in the enquiry form and return it to us.

If there are any questions that you do not understand or you need more help or information, please phone the number at the top of the enquiry form.

Section 1 - The liable person

This section is to help you decide who should pay the Council Tax bill.

Check the list below. As soon as you reach a description that applies to one or more people who live in the property, write their full names on the enquiry form.

- a Someone who owns and lives in the property (owner-occupier)
- b Someone who has the lease to the property and lives in it (resident leaseholder)
- c Someone who has a legal or secure tenancy of the property and lives in it (resident statutory or secure tenant)
- d Someone who owns the licence to the property (resident licensee)
- e Someone who lives in the property (resident)
- f Owner of the property if nobody lives in the property

Please note

In some cases, particularly houses where many households live, the owner will have to pay Council Tax even though they are not living in the property.

If the property is not used by anyone as a main home, please go to sections 4 and 7.

Section 2 - Single-person discount

Please say if you are the only person living in the property and provide the date from which you have been the sole occupier. If so, you qualify for a 25% discount.

Section 3 - Status discount

We can ignore certain people when we work out the total number of adults living in the property. If any of the residents in the property are in the categories shown below, please enter their names and the type of discount claimed. We will send you an application form.

We will not give you a discount if two or more people (who we do not ignore) live in the property.

- Full-time students, student nurses, apprentices and youth-training trainees.
- Patients living in hospital.
- People who are being looked after in care homes.
- People who are severely mentally impaired.
- People staying in certain hostels or night shelters.
- 18- and 19-year-olds who are at or have just left school.
- Careworkers working for low pay, usually for charities.
- People caring for someone with a disability who is not a husband or wife, partner or child under 18.
- Members of visiting forces and certain international institutions.
- Foreign diplomats and certain members of international organisations.
- Members of religious communities (for example, monks and nuns).
- People in prison (except those in prison for not paying their Council Tax or a fine).

Section 4 - Exempt properties

Exempt properties (where you do not have to pay Council Tax) fall into various 'classes' which are listed below.

If you are claiming an exemption, please write the class in the box provided.

- Class A - The property is empty and structural alteration or major repairs are being carried out. (The property is exempt for up to twelve months.)
- Class B - The property is empty and owned by a charity. (The property is exempt for up to six months.)
- Class C - The property is empty and unfurnished. (The property is exempt for up to six months.)
- Class D - The property is empty because the liable person is in prison.
- Class E - The property is empty because the liable person is a permanent patient in a hospital or a care home.
- Class F - The property is empty because the liable person has died and probate (or letters of administration) have not yet been granted. (The property is exempt for up to six months after.)
- Class G - The property is empty because nobody is allowed to live there by law.
- Class H - The property is empty and a minister of religion will be moving in.
- Class I - The property is empty because the liable person is receiving care somewhere else (but not in a residential care home).
- Class J - The property is empty because the liable person is caring for someone elsewhere.
- Class K - The property is empty because the liable person is a student living somewhere else to study.
- Class L - The property is empty because it has been repossessed.
- Class M - The property is a hall of residence for students.
- Class N - The property is lived in only by students.
- Class O - The property is owned by the Ministry of Defence and lived in only by members of the armed forces.
- Class P - The property is lived in only by visiting service personnel.
- Class Q - The property is left empty by a bankruptcy trustee.
- Class R - The property is an empty caravan pitch or boat mooring.
- Class S - The property is lived in only by people who are under 18.
- Class T - The property is an empty part of another property which may not be let separately due to planning restrictions.
- Class U - The property is lived in only by people who are severely mentally impaired.
- Class V - The property is lived in by at least one foreign diplomat or specified member of an international organisation.
- Class W - Part of the property is lived in separately (as a self-contained flat or house) by an elderly or disabled relative of the family who lives in the other part of the building.

Section 5 - Reductions for disabled residents

If there is an adult or child living in the property who has a permanent physical disability, and adaptations or extensions have been made to the property which are mainly used by the disabled person, you may qualify for a reduction in your Council Tax band.

For example, you may qualify if you provide a room which is mainly used to meet the special needs of the disabled person, or an extra kitchen or bathroom or there is enough floor space to allow for a wheelchair to be used inside the property.

If you think you may be entitled to a reduction, please tick the box on the enquiry form and we will send you an application form.

Section 6 - Council Tax Benefit

We pay Council Tax Benefit to people on low incomes. The amount of benefit we pay will depend on the level of income and in some cases could be 100% of your Council Tax bill.

If you think you might be entitled to Council Tax Benefit, please tick the box on the enquiry form and we will send you an application form. (If you have applied already, please make sure that the Housing Benefit office has your Council Tax account number which is shown on your bill.)

Section 7 - Furnished empty homes, second homes and holiday homes

If the property is furnished, but not used as a main home by anyone, the charge may be reduced by 10%. Second homes where the liable person is provided with a main home that is job related accommodation under a contract they have with their employer may be entitled to a 50% reduction. If you tick the job related box in section 7 you will be sent an application form.

If you are claiming either of these discounts, you must write the liable person's full name and main residence address in the box on the enquiry form in Section 1. If a company is liable, you should write the company's registered address. We may contact the local council in whose area your main home is situated, if it is not in Westminster.

If you wish to claim for an empty and unfurnished property, you should do this under section 4.

Declaration

Please read, sign and date the declaration and return it in the envelope provided.