

Annexe discount application form

If you have an annexe that you use as part of your main home or that a relative lives in, you may be entitled to a 50 per cent reduction in council tax on the annexe.

The 50 percent reduction is on top of any other discount you or your relative may be entitled to.

You will be entitled to a discount if:

1. The annexe forms part of a single property, which includes at least one other property. This means the annexe must be within the grounds of the main house (not necessarily attached) and must be included in the title deeds of the main house and not registered separately.

2. And either:
 - As the person living in the main house, you are using the annexe as part of your home, or
 - Someone related to you is living in the annexe. By this we mean a partner, parent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew and niece. It also includes great-grandparent, great-grandchild, etc and great-great-grandparent etc).

If you want to apply for a discount, please complete the form below and return it the Council Tax section, Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU

If you would like more help or advice, please contact the Council tax section on 01252 398912 or by email at localtax@rushmoor.gov.uk.

Annexe discount application form

The occupier of the main house or the occupier of the annexe may complete this form.

1) Name:

2) Phone number or email address

3) Address of the main house

4) Name of the principal occupier of the main house

5) Address of the annexe

6) Does the occupier of the main house use the annexe as part of the general living accommodation for the main house? Yes No

7) Does a relative of the person living in the main house live in the annexe? Yes No

If "Yes" please complete the following:

| Name(s) of all the people living in the annexe | Relationship to the occupier of the main house |
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Declaration

I have read the definition of the annexe discount and can confirm that the annexe forms part of the main house. I have answered the above questions to the best of my knowledge and belief and I will inform the Council if any of the circumstances change, which may affect entitlement to this discount.

Signed:

Print Name

Date

The Council may make enquiries as necessary to verify the information given. This could include a visit to the property.

Privacy Notice – Council Tax

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide. You can contact the Council by phone on 01252 398912, via email to localtax@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk.

2. What we need your information for and the legal basis for it

We need your personal information to administer and change the details of your council tax account. The law allows us to use your personal information in this way as carrying out responsibilities under the Local Government Finance Act 1992 is one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as Benefits, Planning, Business rates, Housing, Environmental Health and Corporate Investigations in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as the council's Bailiffs, Magistrates Court, Hampshire County Council, Department of Work and Pensions, HMRC and the Police in carrying out criminal investigations.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We make sure we do not keep your details for any longer than is necessary and when we no longer have a need to keep your details, we will delete or destroy your details securely. For further information on our policy for retaining personal information, see our retention guidelines.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right to restrict processing
- The right of access
- The right to data portability
- The right to rectification
- The right to object
- Rights related to automated decision making, including profiling
- The right to erasure

Further details on these rights can be found on our website www.rushmoor.gov.uk/dataprotection

8.Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk> or by phoning their helpline on 0303 123 1113.

9.Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under the Local Government Finance Act 1992. If you are asked to provide us with information and fail to do so, or you knowingly provide inaccurate information, then you are committing an offence under this act.

The penalty for this offence is £70.00. If you continue to fail to provide the information then we may charge you an additional £280.00.