

<b>Council tax &amp; benefit enquiries</b>	01395 517446
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<b>All other EDDC enquiries</b>	01395 516551
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<b>Open Monday to Friday 8:30 am to 5:00 pm</b>
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Knowle  
Sidmouth  
EX10 8HL  
www.eastdevon.gov.uk



<b>Account number</b>	
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## Council Tax Job Related Discount on a Second Home

If you live in, and pay Council Tax for, a property which your employer requires you to occupy, and you are also liable for Council Tax on **a second furnished property**, you may qualify for a discount of 50%. One of the properties must fall into Class A, B or C shown in Part 1 below. Please fill in **all sections** of the form, as required, and send it to the address at the top.

<b>Part 1 - Classes of property</b>	
A	The property is provided to you, or to your spouse/civil partner, because of your employment, i.e. tied accommodation.
B	The property is occupied as a residence from which you, or your spouse/civil partner, perform the duties of a Minister of any religious denomination.
C	You are in the armed forces and have your main residence in the UK in Ministry of Defence accommodation which is exempt from Council Tax under Class O.

<b>Part 2 - Details about your property in East Devon for which 50% discount is claimed</b>	
What is the address of your property In East Devon?	
Is the property in East Devon furnished?	Yes / No
Do you live in this property as a requirement of your job?	Yes / No

<b>Part 3 - Details about your second property</b>	
What is the address of your second property?	
What is the name and address of the Council where you pay full Council Tax for your second property?	
Do you live in this property as a requirement of your job?	Yes / No

<b>Part 4 - Details about you</b>	
Are you claiming the discount as job related, as a Minister of Religion or as service personnel in the armed forces?	Minister of Religion / Service Personnel (Please delete as appropriate)  Other (Please specify) .....
Please provide the name and address of your employer and your job title.	

**Please continue to Part 5**

**Part 5 - Supporting information**

Please give supporting information showing why one of the properties, for which you are liable for Council Tax, is job related. For example,

- who owns the property?
- does your employer require you to live at the property as part of your Contract of Employment?

**If your Contract of Employment, or right to occupy, requires you to live at the property, please send us a copy with this form.**

**Part 6 - Declaration**

I wish to apply for a 50% discount for a work related, furnished Second Home at the address in East Devon given in Part 2 above. I confirm that the information I have given on this form is correct. I authorise the Council to make any necessary checks to verify the information I have given, including with other Council departments or any other relevant organisations. If my application for the reduction is granted, I agree to let you know immediately if the circumstances change and I cease to be eligible for the discount.

Name (print) ..... Signature .....

Date ..... Email .....

Daytime telephone number/s (not compulsory but useful if we need to contact you).

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To request this information in an alternative format or language please call 01395 517446 or email [counciltax@eastdevon.gov.uk](mailto:counciltax@eastdevon.gov.uk)  
We consider requests on an individual basis.

The Council processes information in accordance with the Data Protection Act 1998. We may use it in the administration and provision of any of our services. We may also share information for the purposes of preventing and detecting fraud. If you want to know more about how we hold, or use, information about you, please contact the Data Protection Officer at the address on the front of the form, or visit: [www.eastdevon.gov.uk/national\\_fraud\\_initiative](http://www.eastdevon.gov.uk/national_fraud_initiative)