

Council Tax Discount – Member of International Headquarters

Council Tax charge is based on two adults living in a property. If there are less than two adults in the property you may be eligible for a Council Tax discount. An adult resident or dependent of an adult resident, who is a member of a headquarters or other organisation, as defined in section 1 and the schedule of the International Headquarters and Defence Organisations Act 1964 can be excluded when counting the number of adults in the property.

What evidence do I need to provide?

- Enclose a compliment slip or sheet of company headed paper from employer.

Complete this form in full, sign the declaration and return with the required evidence to the address at the top of this form.

Section 1 – To be completed by liable person

A liable person is the person responsible for the bill.

Full name

Email address

Telephone number

Property address

Full name of member of International Headquarters

The full name of the person who is a member of International headquarters.

Section 2 : To be completed by authorised representative

The above person is a member of

This is the name of the organisation.

When did they start?

Date employment started.

Employer's signature

Declaration

I declare the information on this form is true and complete and I authorise East Renfrewshire Council to verify the details. If there's a change in my circumstances, I will notify East Renfrewshire Council within 21 days. I accept failure to provide this information is an offence, which may result in a fine of £50 and £200 for each offence thereafter. I understand this information may be shared with other councils or organisations that handle public funds for the purposes of preventing and detecting fraud.

Signature of liable person