Council Public Services
Revenues

Laurence House
London SE6 4RU

direct line 020 8690 9666
fax 020 8314 3155

Date
Your ref

Council Tax Sanctuary Discount application form

1. Name and address of the person liable

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2. Number of adults in the property

3. Were you receiving a 25% Single Person Discount immediately before your guest moved into the property?

Yes No

4. Details of the person you are accommodating

Full Name:

Date of birth:

/ /

Date they moved into the property:

/ /

Is the property their main home?

Yes No

Are they being accomodated as a refugee?

Yes No

5. Placement or supporting organisation

Was the placement arranged through Refugees at Home?

Yes No

If no, please give the name of the organisation that arranged or supports the placement:

Organisation reference or placement number, if available:

Name of contact at the organisation, if known:

continued over...

Organisation email address and/or telephone number, if known:

Additional information

Please use this box to provide anything else you think we should know about your application.

I am the liable person and am claiming a discount from

/ /

Signed:

If you have signed this form on behalf of the liable person, please state your relationship with them.
I declare, to the best of my knowledge, the information I have given is correct.

I understand I am legally required to give you correct information. I also understand that if my circumstances change, I must tell you immediately.

I further understand I can be prosecuted for knowingly claiming a discount or exemption to which I am not entitled.

Signed:

Date:

/ /

Full name (please print your name clearly):

Supporting Evidence

Please provide evidence confirming the placement or hosting arrangement from Refugees at home or other recognised organisation.

I understand that the information I have supplied will be retained and used by the Council in connection with the collection of Council Tax. I consent to the information being disclosed to other parts of the Council and to third parties (e.g. the Benefits Agency), or in such other circumstances where the law might otherwise allow. I also understand that I have a right of access to the information the Council holds in respect of me and that I may obtain a copy of the information upon written request and payment of the required fee.