



The Council's current policy for granting this type of reduction can be viewed on our web Site at www.north-norfolk.gov.uk.

To make your application please complete and return this form in full along with the additional evidence requested. If you need more space for any of the questions or if you have extra information to add please use additional sheets.

Upon receipt of a complete application the request will be passed to the Revenues Manager for consideration as soon as possible, or presented to the Discretionary Reduction Panel for balances over £2,000.

If any Discretionary Reduction is granted a revised Council Tax bill will be issued showing the reduction to the charge and any overpayment created will be refunded.

You must continue to pay your Council Tax instalments as billed until you receive a revised demand. The outcome of your application will be notified to you in writing.

Please note that if a joint bill has been issued then the application must also be made in joint names and all income details for both liable parties should be provided

Application for Council Tax Discretionary Reduction under Section 13A of the Local Government Finance Act 1992.

Council Tax Account No :

Name of applicant/s:

Contact Address:

Telephone:

Email Address

Address of property for which the Council Tax Discretionary reduction is being claimed:

Do you own or rent the property? Own / Rent

If rented Landlords Name/s and address:

If owned what is the value of equity in the property? £

Is the property currently vacant? YES/NO

If yes please provide details as to why the property is empty

Is the property currently marketed for sale? YES/NO

If yes Please provide details of marketing agent/ estate agent for the property

Please provide details of any other properties or land owned by yourself and value of any rental income you are in receipt of

Please provide the detailed reasons why you are applying for a Council Tax Discretionary Reduction. This should fully explain the circumstances that are creating financial difficulty or the reason you feel this is an exceptional circumstance, how long you expect these circumstances to continue and what steps you are taking to resolve the situation.

Are you in receipt of Council Tax Support Yes / No

If No has an application been submitted Yes / No

Are you receiving financial assistance from any other source Yes / No

If yes please provide details

Have you approached any organisations to assist with your current financial situation or exceptional circumstance such as Citizen Advice Bureau / Stepchange / NNDC Social Prescribing Team?

Yes / No

If yes please provide details

Please provide details of any stocks / Shares / Savings you may have or money you are owed

Please provide any additional information they you feel will support your application

Your application will not be processed unless the following documentary evidence is enclosed to support your claim. At a minimum these should include the following:

- Full income and expenditure details for all occupants of the property over the age of 18 years to be provided on the forms below
- Copies of Your last three months' bank statements
- Written details of any Savings/Stocks/Shares
- Any additional information / documentation you feel will support the application

I declare that the information given on this form is, to the best of my knowledge, accurate and complete.

I understand that the Revenues department may use the information provided on this form in order to protect the public funds that they handle and to prevent and detect fraud.

I also understand that whilst this application for a reduction is pending I am not entitled to withhold payment of Council Tax due to the Council and that statutory recovery processes will continue in the event of non payment.

Signed:

Capacity of person signing:

Date:

Contactable telephone number:

Please return your completed form to:- ctax@north-norfolk.gov.uk

Or post to

North Norfolk District Council
Holt Road
Cromer
Norfolk
NR27 9EN

For information: In line with Data Protection law we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council Services or public organisations if they need it to carry out their legal duties.

Income Sheet for Applicant 1

Council Tax Discretionary Reduction Application for Account No :

Occupant 1 Name: _____

Income	Amount	Weekly/Monthly
Wages / Self Employment	£	
If employed, employer details		
JSA / Income Support / ESA	£	
Universal Credit	£	
Working Tax Credit	£	
Disabled Tax Credit	£	
D L A / PIP	£	
Incapacity Benefit/ESA	£	
Attendance Allowance	£	
Carers Allowance	£	
Child Tax Credit	£	
Child Benefit	£	
Guaranteed Pension Credit	£	
Savings Pension Credit	£	
State Pension	£	
War Pension	£	
Private Pension	£	
Widows Pension	£	
Bereavement Allowance	£	
Non Dependant / Lodger Contribution	£	
Child / Spouse Maintenance	£	
Industrial injury income	£	
Foster Care income	£	
Other Income (please specify below)		
	£	
	£	
	£	
Total Income	£	

I hereby certify that the above information is an accurate record of my present financial income	Signed
 Date

Income Sheet for Applicant 2

Council Tax Discretionary Reduction Application for Account No:

Occupant 2 Name: _____

Income	Amount	Weekly/Monthly
Wages / Self Employment	£	
If employed, employer details		
JSA / Income Support / ESA	£	
Universal Credit	£	
Working Tax Credit	£	
Disabled Tax Credit	£	
D L A / PIP	£	
Incapacity Benefit/ESA	£	
Attendance Allowance	£	
Carers Allowance	£	
Child Tax Credit	£	
Child Benefit	£	
Guaranteed Pension Credit	£	
Savings Pension Credit	£	
State Pension	£	
War Pension	£	
Private Pension	£	
Widows Pension	£	
Bereavement Allowance	£	
Non Dependant / Lodger Contribution	£	
Child / Spouse Maintenance	£	
Industrial injury income	£	
Foster Care income	£	
Other Income (please specify below)		
	£	
	£	
	£	
Total Income	£	

I hereby certify that the above information is an accurate record of my present financial income	Signed
 Date

Household Expenditure Sheet for Property

Council Tax Discretionary Reduction Application for Account No:

Expenditure	Amount	Weekly/Monthly
Rent/Mortgage	£	
Council Tax	£	
Water Rates	£	
House Insurance	£	
Life Insurance	£	
Gas/Electricity/Fuel	£	
Housekeeping	£	
Telephone/Mobile	£	
TV Subscription	£	
TV Licence	£	
Travel Expenses (Bus, Train etc)	£	
Car Running Costs (Petrol, MOT etc.)	£	
Car Insurance	£	
Car Tax	£	
Car Repayments	£	
Catalogues	£	
Loans	£	
Credit/Store Cards	£	
Hire Purchase/Credit Repayments	£	
Fines	£	
Child Care	£	
Clothing	£	
Other Expenses (please specify below)		
	£	
	£	
	£	
	£	
Total Expenditure	£	

I hereby certify that the above information is an accurate record of my present financial expenditure	Signed
	Date

For information on how the Council holds and processes your data, and to view our Data Protection Policy, please visit

www.north-norfolk.gov.uk/tasks/transparency-data/view-data-protection-policy/

Contact details for our Data Protection Officer can be found at the end of the Policy. Alternatively, you can contact us on 01263 513811 to request to view a copy of the policy by other means