



Council Tax – Second Home Questionnaire

A Council Taxpayer may be entitled to 50% discount in the Council Tax for a second home if they are liable to pay Council Tax on the second home as well as their main home and either of those properties is job related.

A dwelling is job-related for a person if it is provided by reason of his employment, in any of the following cases –

- Where it is necessary for the proper performance of the duties of the employment that the employee should reside in that dwelling.
- Where the dwelling is provided for the better performance of the duties of the employment, and it is one of the kinds of employment in the case of which it is customary for employers to provide dwellings to employees.
- Where, there being a special treat to the employee's security, special arrangements are in force and the employee resides in the dwelling as part of those arrangements.

Whilst it may often be convenient for a person to live local to their work, the property must be provided by an employer under a contract of employment and they must be required to live in that particular property in order to qualify for the 50% discount.

If you wish to apply for a job related second home discount please complete this application form and return it to South Cambridgeshire District Council. In order for consideration to be given to your application you will need to provide evidence, such as your contract of employment, that your employer requires you to live in the particular property in order to better perform your duties.

Your Full Name

Your address within the area of South Cambridgeshire District Council

What Date did you first purchase/Occupy this property?

From what date do you wish to claim the discount?

How much time do you spend there?

Which of the following best describes your interest in the property? (please tick one)

Owner Tenant Other (Please give details) _____

Does anyone else live at this address? Yes No

If YES, please provide their full name and relationship to you

What is the main reason for occupying this property?

Family Home Base for work Other (Please give details) _____

Your Other Address(s)

Name of Local Authority you pay the Council Tax to (if not South Cambridgeshire District Council) and your Council Tax reference number.

How much time do you spend there?

Which of the following best describes your interest in the property? (Please tick one)

Owner Tenant Other (Please give details) _____

Does anyone else live at this address? Yes No

If YES, please provide their full name and relationship to you

What is the main reason for occupying this property?

Family Home Base for work Other

(Please give details) _____

About You

Where is your main place of employment?

Please provide the name and address of your employer

Do you intend to return permanently to one of the above addresses? Yes No

If Yes, which one and When?

Please provide details of why you are required to live in one of these properties as part of your employment.

Any other information you wish to provide

Now please sign the declaration, overleaf.

Declaration

As far as I know the information I have given is accurate and true. I understand that to supply false information may result in prosecution.

I authorise the Local Taxation Office to make any enquires necessary to verify the information given. I undertake to notify the Local Taxation Office of any change in circumstances that may affect the entitlement to this discount. I understand that failure to do so, within 21 days, may result in a penalty being incurred by me.

Your Signature _____ **Date** _____

If you are signing on behalf of the applicant please state your full name in capitals

Daytime Telephone Number _____

Email _____

We process your data in line with our legal obligation to administer Housing Benefit and local Council Tax support. We may process the information you provide to prevent and detect fraud and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We may share information provided within the Council to assist with the delivery of Statutory functions. We participate in the government's National Fraud Initiative, and further information is on our website:

<https://www.scams.gov.uk/content/national-fraud-initiative>

The General Data Protection Regulation (GDPR) updates your rights regarding how your data is processed. More information regarding this can be found at **<https://www.scams.gov.uk/content/privacynotice>**