



Mid Sussex District Council Revenues & Benefits, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

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## COUNCIL TAX – JOB RELATED DWELLING DISCOUNT APPLICATION FORM

Council Tax Account Reference Number: .....

### SECTION 1 – DETAILS OF PROPERTIES INVOLVED

Address of property where occupation is regarded as being job related	Address of other property
Please state the full name of the person for whom the job-related dwelling has been provided	
Type of occupancy (please tick)	FREEHOLD <input type="checkbox"/> LEASEHOLD <input type="checkbox"/> TENANCY <input type="checkbox"/>

**Please ensure you include a copy of the relevant part of your contract of employment which requires you to live at the job-related property**

### SECTION 2 – DETAILS OF EMPLOYMENT

Employer's name and address:	
Telephone:	
QUESTION	REPLY
Has either your main home or secondary residence been provided as a necessary part of employment by your (or your partner's) employer?	
Please state the nature of the employment of the person for whom the property has been provided	
Please explain how and why the presence in that property is regarded as a necessary part of employment	

**We may seek written confirmation of property provision details from the employer direct**

### SECTION 3 – DECLARATION AND SIGNATURE

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

**REMEMBER, if you give false information, you may be prosecuted.**

In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations that handle public funds.

Signature .....

Date .....

Full Name (BLOCK CAPITALS) .....

Telephone..... Email.....

Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at <https://www.midsussex.gov.uk/about-us/privacy-notice/> for further details.