

# COUNCIL TAX EXEMPTION APPLICATION FORM – ANNEXE

**Council Tax Account Reference Number:** .....

1. Address of Principal Property: .....
2. Address of Annexe: .....
3. Name(s) of the occupier(s) of the Principal Property: .....
4. Name(s) of the occupier(s) of the Annexe (the dependant relative): .....
5. Relationship of dependant relative(s): .....
6. Nature of dependence. Please tick the appropriate box:  
(a) Aged 65 years or over   
(b) Severely Mentally Impaired   
(c) Substantially or permanently disabled
7. If box (a) has been ticked please give the dependant relative's date(s) of birth: .....
8. If boxes (b) or (c) have been ticked please give details of the impairment or disability, and provide supporting documentary evidence such as a copy of his/her benefit book or letter of entitlement to benefit from the DWP:  
.....
9. Does the annexe have its own electricity and water bills or are they Own Shared with the principal property? .....
10. Please give the number of adults who have been resident in the annexe since .....

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## DECLARATION

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.

**Please send form to:**

Mid Sussex District Council Revenues & Benefits, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS  
Email contact for the authority should be addressed to [revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)