

COUNCIL TAX DISCOUNT APPLICATION JOB-RELATED SECOND HOME

Name

Account no.

Address

(this is shown on your Council Tax bill)

IMPORTANT INFORMATION - PLEASE READ THE NOTES BELOW BEFORE FILLING IN THIS FORM:

If you have two homes and one of them is provided to you, your spouse or civil partner under a contract of employment you may qualify for a 50% "job-related" discount. Both homes must be in England, Wales or Scotland.

The 50% "job-related" discount will apply in one of two situations:

- 1. You have two homes and one of them is "job-related". You live in the "job-related" home. Your other home is furnished and no one lives there as a main home. The home where no one lives will get a 50% discount, or**
- 2. You have two homes and one of them is "job-related". The "job-related" home is furnished and no one lives there as their main home as their main home is elsewhere. The "job-related" home will get a 50% discount.**

For a home to be classed as "job-related" it must fall into any of the following conditions:

- It is necessary to live in the "job-related" home for the proper performance of duties, or
- The "job-related" home is provided for the better performance of duties and it is usual for an employer to provide a home for the type of job concerned, or
- The "job-related" home is provided as part of special security arrangements for the employee


If the employer is a Company and the employee is a Company Director a home will only be "job-related" if:

- The employment is a full-time working director, or
- The company is not for profit making, or
- The company is established for charitable purposes only

An example of where the "job-related" discount may apply is where Publicans have their own home but their contract of employment states they have to live in the public house they run. The discount will **not** apply for second homes in the locality of the workplace that is not provided by an employer under a contract of employment.

If you wish to apply for the "job-related" second home discount please complete the details on the back of this form.

Yours sincerely



Strategic Director and Borough Treasurer
Resources and Digital

COUNCIL TAX DISCOUNT APPLICATION – JOB-RELATED SECOND HOME

I can confirm that the information I am about to provide is correct. I understand that any discount will only be awarded on the basis of my current circumstances. I will inform Gateshead Council of any change within 21 days of the change happening. I understand that if I fail to report such a change a fixed penalty may be imposed on me and I will have to repay any overpaid discount.

Signed: _____ Date: _____

Daytime Telephone Number: _____ E-mail: _____

In accordance with Data Protection Law we may use any information you give us to prevent or detect fraud or other crimes. We may also share information with other Council services or public organisations if required by law to do so. If you would like more information about how we use your data please refer to our privacy notice at www.gateshead.gov.uk/data-protection

1. DETAILS OF THE HOMES INVOLVED – Please tell us the addresses of your two homes and which one is “job-related”.

Home 1: Address of property which is your main home		
Home 2: Address of property which is your second home		
Which address is the “job-related” home? (please tick)	Home 1 <input type="checkbox"/>	Home 2 <input type="checkbox"/>
Name of person who has been supplied with the “job-related”		
Status of second home (please tick)	Furnished <input type="checkbox"/>	Unfurnished <input type="checkbox"/>

2. EMPLOYMENT DETAILS – Please tell us the type of employment and the name and address of the employer who has provided the “job-related” home.

Type of Employment (please tick)	Armed Forces <input type="checkbox"/>	Minister of Religion <input type="checkbox"/>	Company Director <input type="checkbox"/>	Other <input type="checkbox"/>
Name and address of Employer				
If ticked “Other” above please describe the nature of employment and why the “job-related” home is necessary				

3. SUPPORTING EVIDENCE – Please provide the following evidence to support your claim. Please tick one evidence attached.

A copy of any employment contract or agreement confirming the provision of the “Job-related” home

A copy of the council tax bill for the property which is not in Gateshead

If you are a company director confirmation that you are a full-time working director, the company is non-profit making or the company is established for charitable purposes

WHERE SHOULD I SEND MY COMPLETED FORM?

Return by post to: Gateshead Council, Council Tax Section, Civic Centre, Regent Street, Gateshead NE8 1HH

Return in person to: Council Tax Reception Desk at the Civic Centre

Alternatively scan and email your completed application to counciltax@gateshead.gov.uk