



**NORTH WARWICKSHIRE BOROUGH COUNCIL
THE COUNCIL HOUSE, SOUTH STREET,
ATHERSTONE, WARWICKSHIRE, CV9 1DE**

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E-MAIL counciltax@northwarks.gov.uk

APPLICATION FOR COUNCIL TAX DISCOUNT – DIPLOMAT

This form constitutes an application under Regulations 8 and 14 of the Council Tax (Administration & Enforcement) regulations 1992 (SI 1992 No. 613).

Please read the guidance notes overleaf and the declaration below then complete and sign the form, if appropriate, and return using the envelope provided, together with a letter of confirmation from the Head of the organisation of each person to be disregarded. You have advised that some or all of the residents of the address below are diplomats. In this case they may be disregarded for Council Tax Discount purposes and you, the liable person, may be entitled to discount or exemption from your Council Tax bill. If the details are verified and discount or exemption is awarded, a revised bill will be issued. In the meantime, bills previously issued must be regarded as correct and due for payment as requested.

Full Property Address :

How many people aged 18 or over (including yourself) live at the above address?

Please give details below of anyone you wish to be considered for disregarded status (continue overleaf if necessary) :

Full name	Date of conditions overleaf being met	Letter enclosed?
		YES/NO
		YES/NO
		YES/NO

DECLARATION:
I declare that the information given above is correct to the best of my knowledge. I verify that I am the person responsible for the above property and hereby claim any Council Tax discount or exemption available as a result of this application. I undertake to advise the Director of Finance within 21 days of any change in circumstances affecting my entitlement, or if responsibility for the property passes from me. I understand that it is a criminal offence to receive discount or exemption to which I am not entitled and I also understand that it is an offence to give false information. The latter could make me liable for a penalty of £50 for a first offence and £200 for each subsequent offence.

Signed : _____ **Date:** _____

Full Name : _____ **Telephone - Day:** _____
Evening: _____

e-mail: _____

COUNCIL TAX DISREGARD GUIDANCE NOTES

DIPLOMAT

A person may be disregarded if he/she is a diplomat, a person who benefits from diplomatic immunity, or a specified member of their household, providing that he/she is not a British citizen, British subject, British protected person, or a permanent UK resident.

PLEASE SUPPLY A LETTER FROM THE HEAD OF THE ORGANISATION OF THE PERSON(S) TO BE DISREGARDED CONFIRMING THE ABOVE.