

**COUNCIL TAX DISCOUNT/EXEMPTION  
DIPLOMATS  
APPLICATION TO BE DISREGARDED**

**You should complete this occupation form in respect of any persons who you consider should be disregarded , in the assessment of Council Tax Discounts, because he/she is a Diplomat. Please see Guidance Notes overleaf.**

**COUNCIL TAX REFERENCE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**NUMBER OF ADULTS (OVER 18) RESIDENT IN PROPERTY** \_\_\_\_\_

**PERSONS TO BE DISREGARDED**

<b>NAME :</b>
<b>DATE OF BIRTH :</b>
<b>PLACE OF BIRTH :</b>
<b>NAME AND ADDRESS OF EMBASSY EMPLOYED BY :</b>
<b>LENGTH OF EMPLOYMENT :</b>

<b>NAME :</b>
<b>DATE OF BIRTH :</b>
<b>PLACE OF BIRTH :</b>
<b>NAME AND ADDRESS OF EMBASSY EMPLOYED BY :</b>
<b>LENGTH OF EMPLOYMENT :</b>

<b>DOES THE DIPLOMAT(S) FALL INTO ANY OF THE FOLLOWING CATEGORIES?</b>	
A British Subject <b>YES/NO</b>	A British Dependant Territories Citizen <b>YES/NO</b>
A British Citizen <b>YES/NO</b>	A British Overseas Citizen <b>YES/NO</b>
A British National (overseas) <b>YES/NO</b>	A Permanent Resident in the United Kingdom <b>YES/NO</b>
A British Protected Person <b>YES/NO</b>	

<b>Declaration:</b> I declare that the above named person(s) are diplomats and that the information given is, to the best of my knowledge, true and accurate.
<b>Signed</b> _____ <b>Date</b> _____

<b>Return this form to: Exchequer and Support Services, Revenues Division, Council Offices, Wellington Road, Ashton-under-Lyne, OL6 6DL</b>
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**PLEASE NOTE THAT A PENALTY MAY BE IMPOSED IF YOU KNOWINGLY  
SUPPLY INFORMATION WHICH IS FALSE**

# DIPLOMATS

The full council tax bill assumes that there are 2 adults residing in a dwelling. However, for council tax purposes certain people will not be counted when looking at the number of adults.

The effect of disregarding certain adults may be to reduce the council tax bill by 25% or 50%.

<b>EXAMPLE</b>	4 adults residing in a property	
(i)	one person in disregarded category	100% charge as there are still more than 2 adults to be counted
(ii)	two persons in disregarded category	100% charge as there are still 2 adults to be counted
(iii)	three persons in disregarded category	75% charge as only one adult is to be counted
(iv)	four persons in disregarded category	50% charge as there are no adults to be counted

Below are answers to some questions about who should be disregarded, under this category, for the purpose of assessing Council Tax discount.

## How is a dwelling occupied by a Diplomat defined?

With effect from 1st April 1997 a dwelling is exempt if it is the main residence in the United Kingdom of at least one person on whom privileges and immunities are covered by;

Diplomatic Privileges Act 1964

Commonwealth Secretariat Act 1966

Consular Relations Act 1968

Commonwealth Countries and Republic of Ireland Order 1985

This also extends to a person within a class mentioned, in relation to a specified organisation, in the International Organisations Act 1968, or who is the head of an office established as described in the Hong Kong Economic Trade Act 1966.

## What are the conditions under which a Diplomat may be disregarded?

That person must not be any of the following;

A British Subject

A British Dependant Territories Citizen

A British National (overseas)

A British Citizen

A British Overseas Citizen

A British Protected person

A permanent resident in the United Kingdom

and;

must be a person who would have been liable for Council Tax if it were not for the exemption.

## What if the property is not occupied solely by Diplomats?

If there is a resident with an interest in the property, which is superior in terms of the hierarchy of liability to that of the Diplomat, or other person concerned the exemption does not apply.

## Would I qualify for a discount?

If there are only 2 people over the age of 18 residing in the property, one of which is not a diplomat you may qualify.

## Do I have to provide evidence of my employment?

No. We will contact the Embassy or Consulate on your behalf.

## How do I apply?

Complete this form. Once it has been assessed you will be notified of our decision.

## For how long will the discount be allowed?

For as long as there are less than two adults in the property who are not disregarded. If there is any change in circumstances then you must notify us. Failure to do so may result in a penalty being imposed.

## **Data Protection Act 1984**

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.

If you have any other queries about discount or would like any more information about Council Tax, please contact Exchequer and Support Services or telephone your area helpline shown at the top of your Council Tax Bill.