



Bedford Borough Council

LOCAL TAXATION OFFICE BOROUGH HALL
CAULDWELL STREET, BEDFORD MK42 9AP
Telephone Bedford (01234) 718097

Email: localtax@bedford.gov.uk Web: www.bedford.gov.uk

For Office Use					LDISCOUNT		
PROPREF							
PIN							

COUNCIL TAX EXEMPTION/DISCOUNT APPLICATION VISITING FORCES

Please read the notes overleaf before completing this form.

If a person liable to pay the Council Tax is a member of a visiting force then they will be awarded an exemption from payment. If a member of a visiting force is resident at a property but is not a liable person, then a discount may be applicable. Please complete this form using CAPITAL LETTERS and then return it to the Council. PLEASE NOTE, where the liable person is not a member of a visiting force you will not qualify for a discount if there are two or more adults (aged 18 and over) resident in the property who do not fall into any of the discount categories listed overleaf. There is, therefore, no requirement for you to complete this form.

A	Full name and address of APPLICANT (Only people who are liable to pay Council Tax can apply for a discount).
Name:	
Address:	

B	Name of each person resident in the property aged 18 or over		
Full Name	Nationality	Date Occupied	Interest in Property (see Note 2)

C	Employment details for each member of a visiting force (see Note 3)			
Name	Name of employer and UK address of employer	Date of commencing this employment	Position Held	Place of employment if different from employers address

Continued...

D	Name of any persons aged 17 years, resident in the property	Date of birth
		/ /
		/ /

E	Declaration
<p>As far as I know all the information I have given is accurate and true. I authorise the Local Taxation Office to make any enquiries necessary to verify the information given. I undertake to notify the Local Taxation Office of any change of circumstance which affects the member of a visiting force shown on the application. I also undertake to notify the Local Taxation Office of any change in the number of adults resident at the property in respect of which the discount is claimed. I understand that failure to notify the Council of any change that may affect the entitlement to the discount within 21 days may result in a penalty being incurred by me</p> <p>Your Signature Date</p> <p>Daytime Telephone No Emal.....l..... (You do not have to give a telephone number or email but if would helpful if you did in case we need to contact you).</p>	

DATA PROTECTION

Personal information held for Council Tax purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for Council Tax purposes within this Authority for data matching purposes. It may also data match information provided for Council Tax purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

Notes

Note 1 The following people are entitled to be disregarded for discount purposes:

- 1 Prisoners
- 2 Severely mentally impaired
- 3 People over 18 in respect of whom Child Benefit is payable
- 4 People 18 and 19 years old on further education courses which are not job related
- 5 Hospital patients
- 6 Patients in care homes
- 7 Care workers
- 8 Residents of certain hostels
- 9 Members of international headquarters and defence organisations
- 10 Members of religious communities
- 11 Students, including student nurses
- 12 Apprentices
- 13 Members of a visiting armed force
- 14 Youth Training Trainees

Note 2 Interest in a property means owner, joint owner, tenant, joint tenant, lodger, licensee, etc..

Note 3 It will be necessary in support of your application to provide documentary proof of status such as sight of an identity card for each member of the visiting force included in this application.