



Tel: (01983) 823901
Email: council.tax@iow.gov.uk

To make a payment, set up a Direct Debit, report a change of address, or apply for discounts and disregards. Please visit www.iow.gov.uk/Counciltaxonline/

RE: Application for a Job-Related Discount

If you live in a job-related property which is provided by your employer and you are liable for Council Tax on a second furnished property, you may be eligible for a reduction of 50% on your council tax bill.

Job-related accommodation is a property provided to a person by reason of their employment when:

- it is necessary to reside at the dwelling for the proper performance of the duties of the employment
- the dwelling is required for better performance of duties and is customary for the employer to provide living accommodation, e.g., caretaker, pub landlord, minister of religion etc

The discount will not apply if:

- You have a second property in the locality of your place of work, but you do not perform the duties of your employment from that address
- Both addresses are NOT in England, Scotland or Wales
- You are not the liable person for council tax at both properties (unless provided by the ministry of defence or for a minister of religion to perform their duties)
- If the accommodation is provided by a company of which you are the director, unless you are working full-time or the company is charitable for not for profit making.

EVIDENCE

You will need to provide a copy of your **employment contract** which should state which property has been provided to you as a requirement to reside in for proper performance of your duties supply evidence of your council tax liability for both addresses.

Please ensure evidence is supplied to the office within one month of submitting your application, either by email to council.tax@iow.gov.uk or by post to PO BOX 238, Newport, PO30 9FP.

Contact Information

Email – you can attach any information to your emails to save travelling to a Help Centre or sending through the post. There is a size limit of 10mb or less, please ensure you are within this size limit. Providing your Account Reference, Account Number or Claim Number within the subject as follows <24395643> or body of the email, means we are able to handle the email more effectively.

Council Tax – Council.Tax@iow.gov.uk and your 8 -Digit Council Tax Account Reference

Housing Benefit -Housing.Benefit@iow.gov.uk and your 2-5 Digit Benefit Claim Reference

Business Rates – Business.Rates@iow.gov.uk and your 8 Digit Business Rates Account Reference

Save time, do it online!

Most Council tasks can be done via our website, providing a quicker, easier, more flexible service to residents. These include setting up a Direct Debit, submitting a claim for Housing Benefit; providing a Change of Address and a Change in Circumstance, applying for a Blue Badge and paying your Council Tax and Business Rate bills online.

Council Tax – www.iwight.com/counciltax

Housing Benefit – www.iwight.com/housingbenefit

Business Rates – www.iwight.com/businessrates

Help Centres

Help centres are open for essential pre-booked appointments only. For urgent information, advice and guidance, appointments can be booked by calling 01983 823134 where an advisor will discuss your enquiry and whether it can be resolved by an alternative method.

Customer Service Centre, County Hall, High Street, Newport, PO30 1UD

Opening times 0830–1700 Mon-Thu, 0830-1630 Friday

Ryde Library – 101 George Street, Ryde, PO33 2JE

Opening times 0900-1700 Mon-Tue, 0900-1700 Friday **This office is closed between 12:15 and 13:30**

Privacy Notice

The Isle of Wight Council as the data controller, will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The council's Data Protection Officer can be contacted by emailing dpo@iow.gov.uk or by writing to the Corporate Information Unit, County Hall, High Street, Newport, IW, PO30 1UD.

Personal information which you supply to the Isle of Wight Council is used to administer Housing Benefit, Local Council Tax Support, Blue Badge applications and to identify persons responsible for Council Tax, Non Domestic Rates, Business Improvement District Levy and any relevant and applicable reductions. Information may be shared with other departments within the Council in order to carry out these services as part of our statutory duty. To read the full privacy notice and to find out whom we share information with, please visit www.iow.gov.uk/documentlibrary/view/your-information

Revenues and Benefits Services
PO BOX 238
Newport
PO30 9FP



Tel: (01983) 823903
Email: council.tax@iow.gov.uk

APPLICATION FOR A JOB RELATED DISCOUNT

Part 1 - Your Details

First name

Surname

Phone number.....

Email address.....

Your **JOB RELATED** address

.....
.....
.....
.....

Post code.....

Your **SECOND HOME**

.....
.....
.....
.....

Post code.....

Which address are you or your partner currently living in as your **main address** – PLEASE TICK BELOW:

JOB RELATED ADDRESS

SECOND HOME

Is the Second home furnished?

YES NO

Are you or your partner liable to pay council tax at both properties?

YES NO

Are you or your partner required to occupy a property as part of a condition of your employment?

YES NO

What date did the employment commence?

.....

What date did you occupy the job-related accommodation, if applicable?

.....

What is the nature of your employment?

.....
.....

What are your duties in relation to your employment?

.....
.....
.....

Are you or your partner a director or a partner in the company providing the accommodation?

YES NO

Are you in the armed forces and your main residence is Ministry of Defence accommodation which is exempt from Council Tax?

YES NO

Part 2 – Household Details

If you live in your **Second Home**, does anyone reside in your Job-Related accommodation aged 18 or over?

YES NO

If yes please provide their full name(s) and relationships to you:

Name(s)

Relationship(s) to you
.....
.....
.....

If you live at the **Job-related** accommodation, does anyone else reside at your Second home address aged 18 or over?

YES NO

If yes, please provide their full name(s) and relationship(s) to you:

Name(s)
.....
.....

Relationship(s) to you
.....
.....
.....

Part 3 - Declaration

I confirm the information I have provided in this application is true and accurate. I understand that any misinformation provided will result in any reductions awarded as part of this scheme being removed and may incur a penalty of £70.00.

I agree to notify the Council Tax department with 14 days of any changes to the household that may affect any reduction awarded.

I am aware that if I make a false statement or withhold information in order to obtain a reduction, the council will ask me to pay any amount of Council Tax arrears that may arise.

Signed..... Print Name.....

Date.....

Please return this application by email to council.tax@iow.gov.uk or alternatively by post to PO BOX 238, Newport, PO30 9FP