

APPENDIX: SAMPLE APPLICATION LETTER FOR A DISCRETIONARY REDUCTION UNDER SECTION 13A(1)(c)

To: Council Tax Department / Finance Department
[INSERT ADDRESS OF YOUR LOCAL COUNCIL]

DATE.....

Dear Sir/Madam

RE: [YOUR NAME]

RE: Council Tax Account Number

RE: [YOUR ADDRESS]

RE: Application for council tax discretionary reduction - section 13A(1)(c) Local Government Finance Act 1992

I write to apply for discretionary reduction in the amount of council tax under section 13(A)(1)(c) of the Local Government Finance Act 1992.

I am the owner / occupier of the above property and I am the person liable for council tax.

I am suffering financial hardship and seek a reduction. This is separate to any entitlement I may have under the local council tax reduction scheme. **Accordingly, please treat this letter as an application for a discretionary reduction on my property on which I pay council tax. My reasons for applying for a discretionary reduction are as follows:**

My essential expenditure exceeds my income

Or

I cannot afford to pay council tax without suffering financial hardship

I am suffering hardship because: **[EXPLAIN WHY]**

I request that you take the following into consideration; **[LIST ANY SPECIAL FACTORS RELATING TO HARDSHIP OR VULNERABILITY e.g . MEDICAL CONDITIONS, DISABILITY, EFFECT ON CHILDREN AND VULNERABLE ADULTS ALSO RESIDENT IN THE PROPERTY]**

I include the following evidence I wish you to consider: **[INCLUDE COPIES OF FINANCIAL INFORMATION, BANK STATEMENTS, DEBT LETTERS, EXPENDITURE RECEIPTS, REPORTS, MEDICAL REPORTS, STATEMENTS OF EXPENDITURE, SAVING AND MEANS, COPIES OF LETTERS FROM OTHER PEOPLE IN SUPPORT]**

Naturally, I hope that you will be agreeable to awarding a discretionary reduction in my case.

Thanking you for your attention, I look forward to hearing from you within 8 weeks of the date of this letter.

Yours faithfully

.....[SIGNATURE]