

# How to apply for Council Tax Reduction



# Easy read booklet

# Who we are



We are **London Borough of Richmond Upon Thames**.



We manage lots of services in Richmond Upon Thames, including schools, libraries, parks and housing.

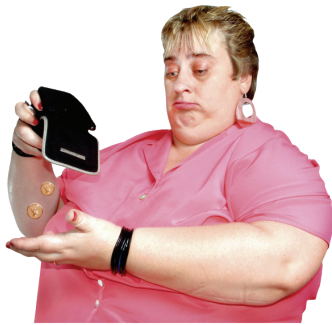


You pay us Council Tax to help pay for these services.

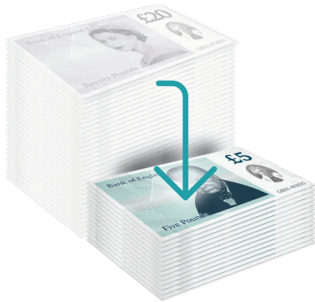


The amount Council Tax you pay is decided by how much money your house is worth.

# What this booklet is about



If you find it hard to pay Council Tax you might be able to get a **Council Tax Reduction**.

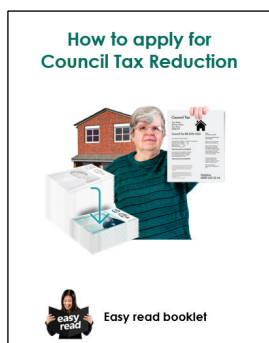


A **Council Tax Reduction** means you can pay a smaller amount of Council Tax.



If you get a Council Tax Reduction, the new amount you will have to pay will be decided by

- how much money you already pay
- who you live with
- your savings



This booklet tells you about Council Tax Reduction. It tells you

- who can apply
- how to apply

# Who can apply



You can apply for Council Tax Reduction if

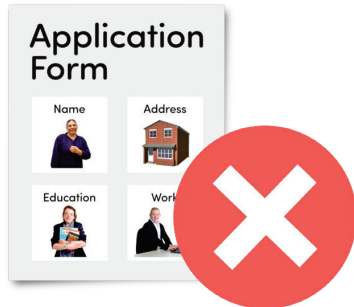
- you live in the house you are applying for
- you already pay Council Tax for the house you live in
- you or your partner have less than £16,000 in savings and **property**

**Property** means if you own a house and how much money it is worth.

- your **immigration status** in the UK says you can

Your **immigration status** tells you how long you can stay in the UK and what you can do in the UK.

# If you are a student



You cannot apply for Council Tax Reduction if you are a **full-time student**.



A **full-time student** is someone who goes to school, college or university Monday to Friday or most of the week.



You can apply for Council Tax Reduction if you are a full-time student who is

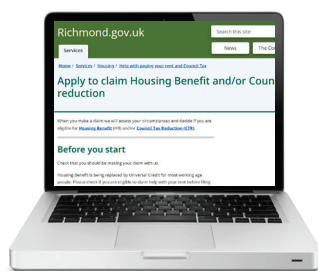
- ✓ a single parent
- ✓ disabled
- ✓ 60 years old or more
- ✓ less than 19 years old and at sixth form or college



# How to apply



To apply for Council Tax Reduction, you need to fill in a form and send it to us.



Go to this website to fill in the form online or print it out

**Apply for Council Tax Reduction**



Call this number if you need help to fill in the form

**020 8891 1411**

If you print the form, fill it out and then post it to this address



**London Borough of Richmond Upon Thames**

**Benefits Service**

**PO Box 72385**

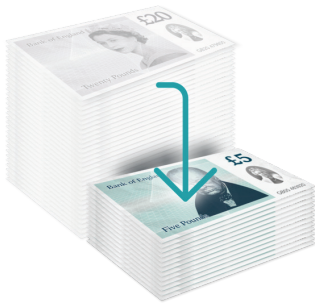
**London**

**SW18 9PG**

# Second Adult Rebate



If you cannot apply for Council Tax Reduction, you might be able to get **Second Adult Rebate**.



**Second Adult Rebate** is a different way to pay Council Tax.

You can apply for Second Adult Rebate if you live with someone who

- ✓ is 18 years old or more
- ✓ does not pay council tax
- ✓ does not earn a lot of money
- ✓ does not pay **rent**



**Rent** is money you pay to the person who owns the home you live in

# Contact us



You can make an **appointment** to talk to us about applying for Council Tax Reduction.



An **appointment** is the time and date you agree to meet or talk to someone.



Call this number to make an appointment

**020 8891 1411**

Or write us a letter and post it to this address



**Revenues and Benefits**

**Civic Centre**

**44 York Street**

**Twickenham**

**TW1 3BZ**