SAMPLE APPLICATION LETTER   FOR A DISCRETIONARY REDUCTION UNDER  SECTION 13A(1)(c)  - Financial year 2016-2017

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.

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

 [FILL IN  / DELETE AS APPLICABLE]:

 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 DEBTS, 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.

Please note, in the event you do not accept my application I am entitled to appeal to the Valuation Tribunal England under section 16 of the Local Government Finance Act 1992 as necessary.

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

Yours faithfully

……………………………………………………………………………..[SIGNATURE]