



**NORTH AYRSHIRE  
COUNCIL**

## **Explanatory Leaflet for Council Tax Discount for Members of International HQ**

When counting the number of adult residents in a property, a member of an International HQ or other organisation as defined in Section 1 and Schedule of the International Headquarters and Defence Organisations Act 1964 may be excluded. Where after excluding members of these organisations there is only one person who has sole or main residence in the property the Council Tax will be reduced by 25% discount.

The Headquarters and organisations specified in the Act are:-

- Supreme Headquarters Allied Powers Europe(SHAPE)
- Headquarters of the Allied Commander in Chief Channel(CINCHAN)
- Channel Committee(CHANCOMTEE)
- Headquarters of the Commander of the Allied Maritime Air Force Channel(COMMAIRCHAN)
- Headquarters of the Commander in Chief of the Eastern Atlantic Area(CINEASTLANT)
- Headquarters of the Commander of Maritime Air Eastern Atlantic Area(COMMAIREASTLANT)

To apply for a reduction please provide the information requested overleaf, sign the declaration and return the form to the address shown below. A separate application is required for each person who is a member of a headquarters or organisation. Each application requires evidence confirming membership of the Headquarters or Organisation.

If you qualify for a reduction, we will send you a letter confirming the award and a replacement council tax bill showing the reduced sum due. If the claim is unsuccessful or we require further information we will telephone or write to you.

### **Do you need Help with this Form?**

If you have any questions regarding this application please telephone 0845 603 0592 from 08.30am to 05.30pm Monday to Friday. You can also visit the public enquiry desk on the ground floor, Cunninghame House, Irvine from 09.00am to 04.45pm Monday and Tuesday, 10.15am to 04.45pm on Wednesday, 09.00am to 04.45pm on Thursday and 09.00am to 04.30pm on a Friday or use the Contact Us facility on the Councils Website.

## **Council Tax Discount Member of International HQ**

### **What do you think?**

We value the opinions of our customers. This form has been designed to be in plain, jargon free language however, if you find any of the sections difficult to understand or complete please let us know by completing the suggestion box at the end of the form.

## Council Tax Discount Member of International HQ

Council Tax Reference No.	
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**> Please supply the following telephone numbers in case we need to contact you regarding this application.**

Daytime Telephone No.	
Evening Telephone No.	
Email Address.	

**> Section 1 :To be completed by the person liable for Council Tax**

What is your full name?	
What is your full postal address including the postcode?	
What is your full postal address including postcode for correspondence? (if different from above)	
Please indicate the number of persons 18 years of age or over usually resident in the house including any members of the International HQ.	

## Council Tax Discount Member of International HQ

### > Section 2 : To be completed by an Authorised Representative

Name of Member of International HQ.	
I confirm that the above named has been a member of one of the aforementioned organisations.	
To my knowledge they have been members since:	
Organisation Stamp (below)	Signed:..... Position:..... Date:.....

### > To be completed by the person liable for Council Tax

Declaration	
I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my council tax.	
I understand that the deliberate provision of false information in order to achieve financial gain is a Criminal Offence and you may check the information with other sources as allowed by the law.	
I understand that any information I have provided will be used in the administration of my council tax account. You may give information to other parties if the law allows this.	
Signature of liable person	
Date	

## Council Tax Discount Member of International HQ

### What do you think?

Was the form easy to complete?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was the form easy to understand?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was there any information not included on the form which you would like to see included?	
Do you have any suggestions on how the form could be improved?	