

## SCHEDULE 7

All applicants: matters that must be included in an authority's scheme – procedural matters

### PART 3

#### Discretionary reductions

#### **Procedure for an application to the authority for a reduction under section 13A(1)(c) of the 1992 Act**

**9.—(1)** An application to an authority for a reduction under section 13A(1)(c)(1) of the 1992 Act may be made—

- (a) in writing,
- (b) by means of an electronic communication in accordance with Part 4 of this Schedule, or
- (c) where the authority has published a telephone number for the purpose of receiving such applications, by telephone.

(2) Where—

- (a) the authority has made a determination under section 13A(1)(c) in relation to a class of case in which liability is to be reduced; and
- (b) a person in that class would otherwise be entitled to a reduction under its scheme,

that person's application for a reduction under the authority's scheme may also be treated as an application for a reduction under section 13A(1)(c).

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(1) 1992 c. 14: section 13A(1)(c) was originally inserted (as section 13A) by section 76 of the Local Government Act 2003 (c. 26). It was substituted by section 10(1) of the Local Government Finance Act 2012 (c. 17).