If you are a full time student and own a property that no one lives in, you could claim a council tax exemption. Please complete this form and send it to us.

The council tax account reference (found on the top right of the bill)

What is the name of the person on the council tax bill?

When did the property become unoccupied?

Is the property still furnished? Please tick

If you have ticked “No”, when was the furniture moved out?

Please list the names of any residents aged 18 or over that lived in the property until it became unoccupied. Please include yourself in this list.
Were all of these people students? Please tick Yes ☐ No ☐

If you have ticked “No”, what are the names of the people who were not students?

[Blank line]  [Blank line]  [Blank line]

Your council tax student exemption certificate must be sent to us with this application. You can get one of these from the administrative department, or student support office of your school, college or university

Declaration

I declare that the information given on this form is complete and correct.

I understand that if I give incorrect information that the Council may take action against me.

I understand that the information given on this form may be used by the Council and shared with other public authorities to prevent fraud.

I understand that I must tell you straight away if these circumstances change.

We may need to visit the property to confirm that the exemption can apply.

Please sign your name

[Blank line]

Please print your name

[Blank line]

Your telephone number

[Blank line]

Your email address

[Blank line]

The date that you signed this form

[Blank lines]