



COUNCIL TAX EXEMPTION FORM



Please complete this form as appropriate and return it to :
Revenues & Benefits Services
Town Hall, Watford, WD17 3EX
Tel: 01923 278466
Email: counciltax@watford.gov.uk
: counciltax@threerivers.gov.uk
Website: www.watford.gov.uk
: www.threerivers.gov.uk

Your Council Tax account number.....

Name.....

Address.....

.....

.....

Postcode.....

Contact Telephone Number.....

Email Address.....

NOTES TO APPLICANTS

On the back of this form is a list of Council Tax exempt classes. Please read it carefully and indicate below which class of exemption you are applying for. You should then return your completed form along with the appropriate information.
Please note that the exemption will not be granted if we do not receive the required information

Class of Exemption Applied For

From which date should the property be exempt

Correspondence address if you are not living in the property. (This must be provided)

Declaration

I understand that I am required by law to tell the Council within 21 days if my circumstances change which then affects my entitlement to this discount and that I may be liable to a penalty if I fail to notify you.

I also understand that the information on this form may be used in connection with the administration of Council Tax, and may also be used by other Council departments, the Department of Work & Pensions and other public bodies for the prevention of fraud.

Signature: _____ Date: _____

COUNCIL TAX EXEMPT DWELLING CLASSES

- B** An unoccupied property which is owned by a charity and, when it was last lived in it was for charitable purposes. For the first 6 months there will be no charge but after this a full Council Tax will be charged. **PLEASE PROVIDE DETAILS OF THE REGISTERED CHARITY AND OWNERS OF THE PROPERTY.**
- D** An unoccupied property that was previously the sole or main residence of a person now detained elsewhere except where they are detained for non-payment of Council Tax or fines. There is no time limit on this class. **PLEASE PROVIDE DETAILS OF THE PLACE THAT THE PERSON IS DETAINED AT AND THE EXPECTED DATE OF RELEASE.**
- E** An unoccupied property which was previously the sole or main residence of a person who is now permanently resident in hospital, nursing home or a care home. There is no time limit on this class. **PLEASE PROVIDE THE NAME AND ADDRESS OF THE CARE HOME AND DATE THE PERSON BECAME A RESIDENT.**
- F** An unoccupied property (Which was previously the sole or main residence of a person who has died), where probate has not yet been granted or letter of administration been made. This class can continue for up to 6 months after probate has been granted or letters of administration made if the property remains empty. Up until probate is granted or letters of administration made – no charge. **PLEASE PROVIDE THE NAME AND ADDRESS OF THE EXECUTORS.**
- G** Property whose occupation is prohibited by law. There is no time limit on this class. **PLEASE PROVIDE A COPY OF THE ORDER PREVENTING OCCUPATION.**
- H** An unoccupied dwelling being held available for a Minister of religion as a residence from which he or she will perform the duties of their office. (It does not matter who owns it)
- I** An unoccupied property where the charge payer is living elsewhere to receive personal care due to old age, disablement, illness, alcohol or drug abuse or mental disorder. There is no time limit on this class. **PLEASE GIVE THE ADDRESS WHERE THAT PERSON RECEIVES CARE.**
- J** An unoccupied property which was the main residence of someone who has gone to provide care for a person because of disablement, illness, alcohol or drug abuse. There is no time limit on this class. **PLEASE PROVIDE THE ADDRESS WHERE THAT PERSON PROVIDES CARE.**
- K** An unoccupied property which was last occupied as the sole or main residence of one or more students or became a student 6 weeks after vacating. There is no time limit on this case. **PLEASE PROVIDE CERTIFICATES CONFIRMING YOUR STUDENT STATUS.**
- L** A property that is repossessed by a bank or building society under the terms of a mortgage. There is no time limit on this case. **PLEASE PROVIDE DETAILS FROM THE BANK/BUILDING SOCIETY.**
- M** Halls of residence providing accommodation predominantly for students. There is no time limit on this class.
- N** A property which is occupied by one or more residents all of whom are students or school/college leavers or certain dependants. The exemption lasts as long as all occupants remain full time students. **PLEASE PROVIDE STUDENT CERTIFICATES FOR ALL OCCUPANTS.**
- O** Property used as accommodation for members of the armed forces, other than accommodation for visiting forces, where the Secretary of State for Defence is the owner. A contribution will be paid in lieu by the Ministry of Defence. There is no time limit on this class. **PLEASE PROVIDE DOCUMENTARY EVIDENCE.**
- P** A property where at least one person would be liable to pay Council Tax but that person has a relevant association with a body, contingent or detachment of the forces of a country under Part 1 of the Visiting Forces Act 1952. There is no time limit on this class. **DOCUMENTARY EVIDENCE OR I.D. MUST BE SUPPLIED.**
- Q** An unoccupied property where the liable person is a trustee in bankruptcy. There is no time limit on this class. **TRUSTEE'S LETTER FROM THE OFFICIAL RECEIVER/INSOLVENCY PRACTITIONER(S) IS REQUIRED.**
- R** A dwelling consisting of a pitch or a mooring which is not occupied by a caravan or boat. There is no time limit on this class.
- S** A property which is occupied only by people under 18 years of age. Zero charge applies until the condition above is no longer being met by any of the residents. **PLEASE PROVIDE PROOF OF DATE OF BIRTH.**
- T** An unoccupied property within the curtilage of another (e.g. granny annexe) which can not be let separately from the main dwelling without breaching planning control (Section 171A of the Town and Country Planning Act 1990).
- U** A dwelling occupied only by people who are severely mentally impaired and who are responsible for the Council Tax bill. This class does not apply to care/nursing homes. Zero charge applies until the condition above is no longer being met by any of the residents. **AN ADDITIONAL APPLICATION FORM FROM THE CUSTOMER SERVICE CENTRE IS REQUIRED.**
- V** A dwelling occupied by a foreign diplomat or member of an international organisation which has its headquarters in the U.K.
- W** Any part of a property e.g. an annexe, which is occupied by a dependant relative of the family in the other part of the building where the relative is either over 65, severely mentally impaired, or substantially and permanently disabled.