

Council Tax Office  
Mandela House  
4 Regent Street  
Cambridge CB2 1BY  
Telephone: 01223 457790



## COUNCIL TAX APPLICATION

Property Ref: .....  
Account No: .....  
Issue Date: .....

Some domestic properties will be exempt from Council Tax (this means that there will be nothing to pay). Listed below are the types of property, which will be exempt and, where appropriate, for how long. If you believe your property falls into one of these Classes, please complete the form below. You may need to provide some additional documents to support your application; if so, this is also indicated below.

When you have completed **all sections** of the form, including the Declaration, please return it to the address at the top of this form. After your application has been considered, you will receive a letter to advise whether or not the exemption has been granted.

**Please write clearly, in ink.**

Address of Proposed Exempt Property .....

Class of Exemption applied for (see below for list) .....

Statement giving brief description of reasons/circumstances .....

Date you think exemption should start .....

Number of residents (aged 18 or over) in property .....

Name of applicant .....

Correspondence Address .....

### REMEMBER TO ATTACH ANY SUPPORTING DOCUMENTS WHICH ARE REQUIRED

**Declaration:**

1. I enclose all documents that I need to.
2. I understand the Council may wish to check the information I have given.
3. I will tell the Council Tax Office immediately about any changes in circumstances which affect this application.
4. I understand that under the Local Government Finance Act 1992, anyone who knowingly gives false information could be prosecuted and/or subject to penalties.
5. To the best of my knowledge, the information I have given is accurate.

Signature .....

Date .....

## CLASSES OF EXEMPTION

- Class A -** Newly built, altered or repaired property, which is unoccupied and substantially unfurnished. Exemption may apply for up to 6 months from the date of completion or the relevant works, as shown on the Valuation List.
- Class B -** Unoccupied property owned by Charities. Exemption may apply for up to 6 months since the property was last occupied (as long as it was last occupied in furtherance of the charities' aims). **Please include your charity's registration number in the statement.**
- Class C -** Unoccupied and substantially unfurnished property. Exemption may apply for up to 6 months since it was last occupied and became unfurnished.
- Class D -** Unoccupied property, previously the main home of a person in detention. **Please include the name of the person in detention; the name and address of the place of detention; the date taken into custody; the expected release date and the prison service number.**
- Class E -** Unoccupied property, previously the main home of a person who is now a permanent hospital resident or resident in a care home. **Please include the name of the person now permanently in hospital or care home; the name and address of the hospital or care home and the date they left their property.**
- Class F -** Unoccupied property, which forms part of the estate of a deceased person. Exemption may apply for up to 6 months from the date on which probate or letter of Administration are granted. **Please provide the date on which Probate or letter of Administration are granted, when known.**
- Class G -** Unoccupied property where occupation is prohibited by law or which is kept unoccupied because of impending compulsory purchase.
- Class H -** Unoccupied property held for occupation by a Minister of Religion from where they will perform their duties.
- Class I -** Unoccupied property previously the main home of a person living elsewhere for the purpose of receiving personal care for a person requiring it by reason of old age, disablement, illness, past or present alcohol or drug dependence or past or present mental disorder (but not in hospital or nursing home etc.).
- Class J -** Unoccupied property previously the main home of a person living elsewhere for the purpose of providing personal care which is required by reason of old age, disablement, illness, past or present alcohol or drug dependency or past or present mental disorder.
- Class K -** Unoccupied property previously the main home of one or more students. **Please provide a copy of student certificates.**
- Class L -** Unoccupied property where the mortgage is in possession (i.e. the property has been repossessed.)
- Class M -** Student Halls of residence.
- Class N -** Property solely occupied by students, and their non student spouse who is not a British Citizen and prevented from taking employment or claiming benefits. **Please supply a copy of student certificate. See below.**
- Class O -** Armed Forces' barracks, messes and married quarters except those occupied by members of visiting forces.
- Class P -** Property occupied by a liable person who is a member of a visiting force. **Please include the name of the visiting force and a copy of your identity card (which shows your ID number).**
- Class Q -** Unoccupied property where the liable person is a trustee in bankruptcy. Please provide a copy of the bankruptcy order.
- Class R -** A dwelling consisting of a pitch that is not occupied by a caravan, or a mooring which is not occupied by a boat.
- Class S -** Properties occupied by people under 18 years of age. **Please provide relevant proof.**
- Class T -** Unoccupied dwellings forming part of another dwelling, which are difficult to let separately ('granny annexes'). **Please ask for more details from the Authority.**
- Class U -** Dwellings occupied only by a person or persons who is or are severely mentally impaired, where the severely mentally impaired persons are ordinarily liable for Council Tax. **Please ask for more details from the Authority.**
- Class V -** The main residence of at least one person on whom privileges and immunities are conferred and who is not a permanent resident of the UK or a British citizen/subject/protected person. Privileges and immunities are conferred by the Diplomatic Privileges Act 1964, Commonwealth Secretariat Act 1966, Consular Relations Act 1968, International Organisations Act 1968, Commonwealth Countries and Republic of Ireland (Immunities and Privileges) Order 1985, and the Hong Kong Economic Trade Act 1996.
- Class W -** An annex or self-contained part of a property, which is occupied by a dependant relative of the residents of the adjoining dwelling. The dependant relative must be aged 65 or more, or be severely mentally impaired or substantially and permanently disabled.
- Definitions:** Unoccupied means that no one is living in the property as their sole or main home. A Student means a person who falls within the definition of student in the Local Government Finance Act 1992. Unfurnished means that all portable furniture has been removed. Carpets and curtains may remain.

### Student Certificate Explanation:

For the purpose of exemption and discount, student certificates must contain the following information:

- . The name and address of the educational establishment.
- . The full name of the student.
- . A statement certifying that the person is following a full time course of education, or a qualifying course; if the latter, the student's date of birth should also be included.
- . The course start and end dates.

**Letters confirming offers of places, receipts for fees etc are NOT acceptable.**