

COUNCIL TAX EXEMPTION FORM

PLEASE RETURN FORM TO:
Customer & Transactional Services
P.O. Box 1733, Slough SL1 1FS
Email: counciltax@slough.gov.uk

For Public Reception go to:
MyCouncil, Landmark Place, High Street, Slough SL1 1JL
Tel: **01753 475111** Fax: 01753 476871
DX 42270 Slough (West) Minicom No: 01753 875030
Helplines are open 8.00am to 7.00pm Monday to Friday

**COUNCIL TAX
ACCOUNT
NUMBER:**

7

Your name:

Address of the property for which you are claiming:

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

Your email address:

Contact telephone number:

We may need to contact you to arrange to visit the property, or to obtain further information.

Home:

Work:

Mobile:

On the back of this form is a list of 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:

Declaration:

I declare that the information provided is of a true and accurate nature. I understand that a liable person in receipt of an exemption or discount is required to notify the billing authority within 21 days if, at any time during the financial year, they have reason to believe that they are no longer entitled to it. Failure to do so may lead to the imposition of a £50 penalty.

SIGNED:

DATED:

Guidance Notes

EXEMPT DWELLINGS

(i.e. DWELLINGS ON WHICH NO COUNCIL TAX WILL BE PAYABLE)

CLASS OF PROPERTY	CONDITIONS
B Unoccupied dwellings which are owned by a Charity.	Exemption only covers initial six months. Must have been in use by a charity immediately before it became unoccupied then full charge applies.
D Dwellings left unoccupied by prisoners.	No time limit applies.
E Dwellings left unoccupied by patients in hospitals/care homes.	No time limit applies. Patient's sole or main residence now considered to be hospital/care home and where there is no intention to return.
F Dwellings left unoccupied by deceased persons.	Exemption will apply for up to six months following Grant of Probate or of Letters of Administration. Also covers second home then full charge applies.
G A dwelling where the occupation is prohibited.	The relevant paperwork must be supplied to verify by law that occupation is prohibited by Law, this can be from the Police where property cannot be entered due to crime scene, drugs etc.
H Unoccupied Clergy dwellings.	No time limit applies. Applies only to dwellings held for ministers of religion (any denomination) to occupy for work purposes.
I Dwellings left unoccupied by persons receiving care.	No time limit applies. Does not cover individuals in hospital/homes. These are covered by class 6.
J Dwellings left unoccupied by persons providing care.	No time limit applies. Person who would otherwise be liable must be providing care to a person (not hospital/care home patient) living elsewhere.
L Repossession Unoccupied Dwelling.	No time limit applies. Only commences once a repossession order has been obtained.
M Halls of residence.	No time limit applies. May be occupied but if so must be occupied mainly by students and owned/managed by an educational establishment.
N Dwellings left unoccupied by student(s).	No time limit applies. Student(s) must have last occupied the dwelling as a sole or main residence and must continue to be a student(s).
N Dwellings occupied only by student(s).	No time limit applies. Students must be full time and attend a prescribed educational establishment.
O Armed forces barracks, messes and married quarters.	No time limit applies. May be occupied but if so must be owned by Ministry of Defence. Does not cover visiting forces.
P Dwellings occupied by members of visiting forces.	No time limit applies. Also covers dependents (non UK residents).

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with the Audit Commission and other bodies responsible for auditing or administering public funds for these purposes. Individual can find more information on data processing on www.slough.gov.uk