



Deputy Chief Executive's Department, Council Offices, Foster Avenue, Beeston,  
Nottingham, NG9 1AB

Telephone: 0115 9177777 Fax: 0115 9173683

E-Mail: [billing@broxtowe.gov.uk](mailto:billing@broxtowe.gov.uk) Website: [www.broxtowe.gov.uk](http://www.broxtowe.gov.uk)

## **COUNCIL TAX EXEMPTION APPLICATION FORM**

1. Certain dwellings are exempt from Council tax due to special circumstances involving either the person liable for the charge or the status of the property concerned.
2. In order to set a property in an exempt class certain conditions have to be satisfied. Both the class and the conditions that have to be met are defined within the meaning of the Council Tax (Exempt Dwellings) Order 1992 and there is no discretion in these matters.
3. Details of the classes for exemption and the information required to deal with your application as quickly as possible are set out in Section D.
4. Please complete Sections A to C and return the completed application form to the **Revenues Section, Directorate of Resources and Environment, Broxtowe Borough Council, Council Offices, Foster Avenue, Beeston, Nottingham. NG9 1AB.**

<b>Section A</b>	<b>Applicant Details</b>
Applicant's Name:	
Your current address for correspondence:	
Your telephone number for contact:	

<b>Section B</b>	<b>Property Details</b>		
Address of property concerned:			
Is the property empty?		If <b>YES</b> date property vacated	
Is the property furnished?		If <b>NO</b> date furniture removed	
<b>Exempt class applied for:</b>	<b>CLASS:</b>	(see Section D)	

<b>Section C</b>	<b>Declaration</b>
I declare that the information have given on this form is correct to the best of my knowledge and belief. If there are any changes to the information given on this form I undertake to advise the Council Tax Office within 21 days of the change occurring.	

Name (in BLOCK CAPITALS):		
Signature:	Date:	e-mail:
Day time telephone number (in case of query):		

### **Privacy Notice**

For information on how we process and store your personal data, please view the Council's Privacy notice statement for further information:

<https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>

<b>SECTION D</b>	<b>EXEMPT DWELLING CLASSES</b>
------------------	--------------------------------

CLASS	PROPERTY	REASON	INFORMATION REQUIRED
B	Unoccupied	Owned by a registered charity and last occupied by the charity – for the first 6 months since last occupation date.	Charity registration no. Confirmation that was last occupied in furtherance of the objects of the charity.
D	Unoccupied	The previous Sole or Main residence of a person in legal detention.	Details of the place of detention together with the date first detained and the expected date of release and Prisoner no. if known
E	Unoccupied	The previous Sole or Main residence of a person who is now either a permanent hospital patient or a resident in a care home or hostel.	Name and address of the hospital, resident care home or nursing home concerned and the date that the person became permanently resident.
F	Unoccupied	Occupier now deceased. Personal representative has been appointed. Less than 6 months since grant of probate/administration, or all of the period when no probate/administration granted.	Details of the executor of the estate and the date of probate or letter of administration granted. If ownership of the property has been transferred or the property sold, please supply details.
G	Unoccupied	Occupation prohibited by law or action taken by Act of Parliament.	Details of the prohibition explaining what action is being taken and by whom and any relevant supporting documentation.
H	Unoccupied	Awaiting occupation by a minister of religion from which he/she can perform their duties.	Letter of confirmation from the Church that the property is unoccupied for this reason.
I	Unoccupied	Owners(s)/Tenants living elsewhere and receiving personal care due to: old age, disablement, illness, alcohol or drug dependency or mental disorder.	Details of the type of care being provided and the reason why. Also required is a letter of confirmation from a person qualified to comment e.g. doctor or social worker.
J	Unoccupied	Owners(s)/Tenants living elsewhere to provide personal care due to: old age, disablement, illness, alcohol or drug dependency or mental disorder.	Details of the type of care being provided and the reason why. Also required is a letter of confirmation from a person qualified to comment e.g. doctor or social worker.
K	Unoccupied	Last occupied only by one or more full time students residing elsewhere for the purpose of their studies.	Name and address of the student(s) and student certificates for Council Tax purposes (available from the administration office of the educational establishment).
L	Unoccupied	A repossessed property where a mortgagee is in possession.	Name and address of mortgagee e.g. Bank or Building Society and if known, the date that the property was repossessed, along with the forwarding address for the mortgagee.
M	Occupied	A Hall of Residence that is predominantly used for the accommodation of students.	Letter of confirmation from the educational establishment or charitable body concerned.
N	Occupied	All residents are full time students.	Student certificates for Council Tax purposes for each student (available from the administration office of the educational establishment).
O	Occupied	Armed Forces barracks, messes and married quarters.	A letter of confirmation from the Ministry of Defence Accommodation Services Unit.
P	Occupied	Dwellings occupied by Overseas Forces.	A letter of confirmation from a commanding officer.
Q	Unoccupied	Trustee(s) in bankruptcy.	Name and address of trustee and the date of the bankruptcy.
R	Unoccupied	Vacant caravan pitch or boat mooring.	The date of removal.
S	Occupied	All the occupiers are under the age of 18 years.	The name and date of birth of the occupant(s) along with documentary evidence of the age.
T	Unoccupied	Part of premises which include another dwelling where letting of such a dwelling would be in breach of planning regulations.	Written confirmation stating the reason why the dwelling is unoccupied along with confirmation of planning restrictions.
U	Occupied	All residents are classified as being severely mentally impaired (for council tax purposes).	A completed application form is required for each person and also required is a letter of confirmation from a person qualified to comment e.g. doctor.
V	Occupied	All residents have diplomatic privileges and immunities.	A copy of relevant identification.
W	Occupied	Dwellings occupied as a Granny Annexe, a self-contained unit that is part of a property and is occupied by a dependant relative.	A completed application form is required. These forms are available from the Council.