



ADUR & WORTHING  
COUNCILS

## Customer Services

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# Council Tax

## Application for an exemption

Address of the property (if different)

**Please read the notes over the page before you fill in this form.**

I want to claim an exemption on the above property for the following reasons.

(Your property will only be exempt for one of the reasons given over the page and we may need proof.)

Your reference

Date of issue

## Declaration

- I confirm that the information I have given is true and complete.
- I understand that you may use it to maintain Council Tax, Housing Benefit and electoral register records.
- I give you permission to check the information I have given
- I will let you know immediately if my circumstances change.
- You may be subject to a fine and or prosecution if you give false information.

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering Council Tax. Full details about how your personal data is used are available at [www.adur-worthing.gov.uk/council-tax/privacy-notice](http://www.adur-worthing.gov.uk/council-tax/privacy-notice).

Your signature:

Print your name:

Your phone number:

Date:

**Important: please see over the page for further details.**

## Exempt properties

- B - Empty properties owned by a charity. Please give the name of the charity and its registration number with the Charity Commissioners.
- D - Empty properties where the person responsible for paying Council Tax is in prison or any other form of detention (we will need to see a letter from the prison or detention centre).
- E - Empty properties where the person responsible for paying Council Tax is living in a hospital or care home (we will need to see a letter from the hospital or care home).
- F - Empty properties that have been empty since the person responsible for paying Council Tax has died.
- G - Empty properties where occupation is against the law (we will need to see a copy of the lease or agreement explaining why the occupation is illegal).
- H - Empty properties held for a minister of religion (we will need to see a letter from the church).
- I - Properties left empty by a person receiving care somewhere else (we will need a letter from the doctor involved).
- J - Properties left empty by a person providing care somewhere else (we will need a letter from the doctor involved).
- K - Properties owned by a student and left empty (we will need a certificate from the college). Please see below for a definition of 'student'.
- L - Properties repossessed by a mortgage lender (we will need a letter from the mortgage lender).
- M - Occupied students' halls of residence.
- N - Properties occupied only by students (we will need certificates from the college for all of the students). We will need a list of all the residents.
- O - Properties owned by the Secretary of State for Defence or UK armed forces personnel.
- P - Properties owned by visiting armed forces personnel.
- Q - Properties left empty by a bankrupt person (we will need a letter from the trustee).
- R - Empty caravan pitch or boat mooring (we may need to inspect this).
- S - Properties occupied only by people under 18 (we will need to see birth certificates).
- T - Empty extensions that form part of a property occupied by the person making this application and which cannot be let separately without breaking planning permission.
- U - Properties occupied only by a severely mentally disabled person, or a mixture of severely mentally disabled people (we will need a letter from the doctor).
- V - Properties occupied only by people with diplomatic immunity.
- W - Occupied extensions that form part of a single property with another property occupied by a dependent relative.

A student is someone on a full-time or qualifying course of education, including nurses following Project 2000 courses and foreign language assistants.

All the exemptions have no time limits, apart from B which last for up to six months and ends as soon as someone else moves into the property. Class F properties are exempt for a maximum of six months from the date of probate.

**If you have a property that has an exemption, you must tell us immediately if someone moves into the property or the property is used for something different.**

You can also get this form in large print.