

<b>Council tax &amp; benefit enquiries</b>	01395 517446
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<b>All other EDDC enquiries</b>	01395 516551
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<b>Open Monday to Friday 8:30 am to 5:00 pm</b>
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Knowle  
Sidmouth  
EX10 8HL  
www.eastdevon.gov.uk



<b>Account number</b>	
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## Council Tax Exemption Class W

Please read the guidance notes on the next page before completing this form. When you have filled it in, please return the completed form to the address shown above.

<b>Part 1 - What is the full address of the dependent relative?</b>

<b>Part 2 - What are the names of the dependent relative(s)?</b>		
Title	Forename	Surname

<b>Part 3 - What date do you want to claim the exemption from?</b>		
Day:	Month:	Year:

<b>Part 4 - Please tick all the circumstances below which apply to the dependent relative</b>	<input checked="" type="checkbox"/>
A. Over 65 years of age.	
B. Severely mentally impaired.	
C. Substantially or permanently disabled.	

<b>Part 5 - Please give the names and address of the person(s) living in the other part of the property and state their relationship to the dependent relative.</b>	
Name/s	
Address	
Relationship	

**Please continue to Part 6 and Guidance Notes**

## Part 6 - Declaration

I confirm that the information I have given on this form is correct. If my application for the exemption is granted, I agree to let you know immediately if the circumstances change and I cease to be eligible.

Name (print) ..... Signature .....

Date ..... Email .....

Contact number/s .....

## Guidance Notes (If you need more help please ring 01395 517447)

**We can exempt any separate part of a property, such as an annexe, which is occupied by a dependent relative of the family who live in the other part of the building.**

### About the property:

The annexe or other self-contained unit of accommodation must form part of a single property and **it must be your sole or main residence.**

### About you:

You (and all other occupiers of the annexe) must be:

Aged 65 years or more; **OR**

Severely mentally impaired (in this case, you will have to fill out a separate claim form); **OR**

Substantially and permanently disabled, whether by illness, injury, congenital deformity or otherwise (in this case we may need further evidence).

### About your relative:

Your relative, who occupies **the other part of the property** (not your annexe), must be:

Your husband, wife, parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew or niece, or child of such a person.

### Who counts as a relative?

A relationship by marriage or civil partnership will be treated as a relationship by blood.

A relationship between a man and a woman living together as husband and wife will be treated as a relationship by marriage.

A relationship between two partners of the same sex living together as civil partners will be treated as if they were civil partners.

A stepchild will be treated as your own child.



To request this information in an alternative format or language please call 01395 516551 or email [csc@eastdevon.gov.uk](mailto:csc@eastdevon.gov.uk)

We consider requests on an individual basis

The Council processes information in accordance with the Data Protection Act 1998. We may use it in the administration and provision of any of our services. We may also share information for the purposes of preventing and detecting fraud. If you want to know more about how we hold, or use, information about you, please contact the Data Protection Officer at the address on the front of the form, or visit: [www.eastdevon.gov.uk/national\\_fraud\\_initiative](http://www.eastdevon.gov.uk/national_fraud_initiative)