

# Council Tax Exempt Property Application Form

Contact: 01395 517447

Reference:



*Address of property you are claiming the exemption for (if different from above):*

East Devon District Council  
Council Offices  
Knowle  
Sidmouth  
Devon  
EX10 8HL  
Tel: 01395 516551  
DX 48705 SIDMOUTH  
[www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)

Fax: 01395 517414

In certain circumstances, a property may be totally **exempt** from a Council Tax charge. Most of the different types of exemption, which are listed below, refer to unoccupied property but Classes M, N, O, P, S, U, V and W refer to occupied properties. If you want to apply for an exemption, please read through the list and then complete the form giving full details relevant to the exemption you are claiming.

## CLASS

- A Unfurnished and unoccupied property requiring or undergoing major structural alteration/repair (1 year maximum limit) and newly built property for up to 6 months from substantial completion.
- B Property owned by charities for up to 6 months since the last occupation day.
- C Property unoccupied and unfurnished for up to 6 months since the last occupation day.
- D Property left empty by prisoners.
- E Property left empty by patients in hospital and residential homes.
- F Property left empty by deceased persons until 6 months after grant of probate or letters of administration.
- G Occupation prohibited by law.
- H Empty clergy property.
- I Property left empty by persons receiving care other than in a hospital or residential care home.
- J Property left empty by persons providing care elsewhere.
- K Property left empty which was last occupied by students who own the property.
- L Property repossessed by mortgagees.
- M Halls of residence provided predominantly for students.
- N Property occupied solely by students.
- O Armed forces barracks and married quarters.
- P Visiting forces accommodation.
- Q Unoccupied dwellings where the liable person is a trustee in bankruptcy.
- R Unoccupied caravan pitch or mooring.
- S Property occupied solely by persons aged under 18.
- T Unoccupied annexe which cannot be let separately from main dwelling.
- U Property occupied only by persons who are severely mentally impaired.
- V A property which is the main residence of a diplomat.
- W Certain properties with a self-contained annexe either part of which is occupied as a sole or main residence by a qualifying dependent relative.

Please provide as much information as possible to support your application. It may be necessary to write to you again if we need more details and, in some cases, it will be necessary for an officer of the Council to arrange an inspection of the property.

Exemption class claimed (i.e. A – U)

Is the property unoccupied?

If so, on what date did it become unoccupied?

Is the property substantially unfurnished?

If so, on what date was the furniture removed?

Is the property wholly occupied by students?

If so, from what date?

Please provide full details to support your application, particularly any information relating directly to the Class of exemption you are claiming (e.g. for exemption F, please state the date of grant of probate, names of executors and solicitors).

I declare that the information on this form is correct and understand that providing false information is an offence. I undertake to notify you within 21 days of any change of circumstances.

Signed ..... Dated .....

Contact phone number.....

**Data Protection:** The information you provide may be recorded on a computer and held in accordance with the Data Protection Act 1998. When collecting personal data for council taxation purposes, that information may also be processed for electoral registration. If you want to know what information is held about you or the way we use your information, please contact the Data Protection Officer at East Devon District Council.