

Council Tax Exemption Application Form



Contact: 01395 517447

Reference:

East Devon District Council
Council Offices
Knowle
Sidmouth
Devon
EX10 8HL
Tel: 01395 516551
DX 48705 SIDMOUTH
www.eastdevon.gov.uk

Issued:

Please return form as soon as possible.

Fax: 01395 517414

Occupied Annexes (Class W)

Please answer the questions as fully as possible **after reading the guidance notes overleaf.**

About the property

Who is the owner of the **whole** property?

Address of the annexe or part of the property for which you are claiming exemption?

Is this your sole or main residence?

Address if the **other part** of the property

About you

Full name

Date of birth

Full name and date of birth of anyone else who lives in your part of the property with you

How are you related to the occupier(s) of the **other part** of the property?

About your claim

I wish to claim an exemption for the following reason (please see note overleaf for help)

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: Contact phone no:

Signature of relative: Dated:

Guidance Notes

If you need more help please ring the contact telephone number overleaf

About the property:

- In order to qualify for this exemption, 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:

- In order to qualify, you (and all other occupiers of the annexe) must be:
Aged 65 years or more **or**
Severely mentally impaired (if this is the case a separate claim form will need to be completed) **or**
Substantially and permanently disabled, whether by illness, injury, congenital deformity or otherwise (if this is the case we may need further evidence)
- Your relative, who occupies **the other part of the property** (not your annexe), must be:
Your husband or wife **or**
Your parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew or niece or child of such a person

Please note:

A relationship by marriage 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 **and**
A stepchild will be treated as your own child.

About your claim:

- This box only needs to be completed if you are claiming the exemption for reasons other than age.
- Please give as much information as possible in support of your claim.
- You may be asked to supply further evidence or information.

If possible, both you and your relative should sign this form.

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.