



Apply for your dwelling exemption online at www.newport.gov.uk/counciltax



Council Tax

APPLICATION FOR DWELLING EXEMPTION

Address _____

Name of Person or Company Holding the Freehold or Relevant Leasehold Interest in the Property (ie the Owner or Tenant)

Address for Future Correspondence _____

Please complete Part 1 or Part 2 as applicable

Part 1

THE PROPERTY IS EMPTY AND UNOCCUPIED

Please indicate which class the property falls into and give date the property became empty. (Please see enclosed notes for explanation of classes).

Class

Date

Part 2

THE PROPERTY IS OCCUPIED BUT CERTAIN CONDITIONS APPLY

Please indicate which class the property falls into and the date this class became applicable. (Please see enclosed notes for explanation of classes).

In the case of Class N please provide student certificates for all the residents.

In the case of Class S dates of birth must be provided.

In the case of Class U Doctors certification will be required.

Class

Date

PLEASE READ THE DECLARATION AND SIGN BELOW

DECLARATION - I declare that the information given on this application is correct and agree that the Council may make any necessary enquiries to check the information. I agree to inform the Council immediately of any changes which may effect my entitlement to a reduction or exemption from Council Tax.

WARNING - Giving false information may result in prosecution

Signed _____

Date _____

DATA PROTECTION

The information which you provide may be used and disclosed for purposes under the control of the Council as described in the Register entry compiled by the Data Protection Registrar

Council Tax Exempt Dwelling Classes

Part 1

CLASS

- A Substantially unfurnished and unoccupied property requiring or undergoing structural repairs or structural alterations to make it habitable and for six months after such work is substantially completed.
- B An unoccupied dwelling may be granted exemption for up to six months from the date it became unoccupied providing the property is owned by a body established for charitable purposes and was last occupied in furtherance of the objects of the charity.
- C Substantially unfurnished and unoccupied for less than six months.
- D An unoccupied dwelling which would be the sole or main residence of the liable person if he were not detained in a prison, hospital or elsewhere by order of a court or was the sole or main residence of the liable person immediately prior to his detention. This section applies only if the occupant or occupants are persons detained. Please provide name of establishment.
- E An unoccupied dwelling where the liable person now has his sole or main residence in a hospital, residential care home, nursing home, mental nursing home or hostel. Please provide name of establishment.
- F An unoccupied dwelling where the liable person is responsible only in his capacity as personal representative and no grant of probate or letters of administration has been made or less than six months have elapsed since the day in which such a grant was made. Please provide date of death and date of grant probate if applicable
- G An unoccupied dwelling where occupation is prohibited by law or any Act or Parliament.
- H An unoccupied dwelling which is held vacant for occupation by a minister of religion as a residence from which to perform the duties of his office.
- I Unoccupied dwelling where the liable person now has his sole or main residence elsewhere (not a hospital, residential care home, nursing home, mental nursing home or hostel) in order to receive care.
- J Unoccupied dwelling where the liable person now has his sole or main residence elsewhere in order to provide care to another person.

CLASS

- K** Unoccupied dwelling which was last occupied as the sole or main residence of one or more students only. The exemption applies only to those cases where the liable person is a student or became a student within six weeks of vacating the property.
- L** Unoccupied dwelling where the mortgagee (lender) is in possession under the mortgage.
- Q** An unoccupied dwelling where the liable person is responsible in his capacity as a trustee in bankruptcy under the bankruptcy Act 1914 or the Insolvency Act 1986.
- R** A dwelling consisting of a pitch or a mooring which is not occupied by a caravan or as the case may be a boat.
- T** An unoccupied annex which may not be let separately.

Part 2

- M** A hall of residence mainly occupied by students and owned or managed by an educational establishment.
- N** A dwelling which is occupied **ONLY** by one or more school or college leavers aged under 20 or students either as full-time or term-time accommodation. The exemption continues for periods of vacation during which the student is still entitled to occupy as long as the property has been and will once more be used as term-time accommodation. Student certificates must be supplied.
- O** A dwelling owned by the Ministry of Defence for armed forces accommodation e.g. barracks, messes, married quarters. Does not apply to accommodation for visiting forces.
- P** A dwelling where at least one person who would be liable has an association with a body, contingent or detachment of a visiting force.
- S** A dwelling occupied only by a person or persons aged under 18. Dates of birth must be supplied.
- U** A dwelling occupied only by a person or persons who are severely mentally impaired. Doctors certification must be obtained, a form is available from this office. You must also be in receipt of one of the qualifying benefits shown on the form.

If you require any further explanation please telephone (01633) 656656 where staff will be pleased to assist you.

Please remember to provide certificates as necessary.

RETURN COMPLETED FORM TO:

Information Station, Old Station Building, Queensway, Newport, NP20 4AX