

EXPLANATORY NOTES

Exemption – Class K – Property left unoccupied (furnished or unfurnished) by a (student) owner.

Who can apply?

The person who is liable to pay the Council Tax needs to apply for this exemption.

When will an exemption be awarded?

An exemption may only be awarded once a completed application is received with evidence of the applicant's student status.

Exemption Criteria

To qualify, these conditions must be met:

- when last occupied, the property must have been the sole or main residence of a person who is a student or if more than one, they were all students and the owner is a student.
- the student must be a 'qualifying person' – that is, must be the person who would be liable to pay the Council Tax if it were not for the exemption.
- the student must have begun living elsewhere for study purposes within six weeks of leaving the property.
- the course must be a full-time course – that is, it lasts for at least one academic year, take more than 24 weeks in that year and involves more than 21 hours a week of study.

An exemption does not apply if any non-students lived in the property.

The exemption would only last for the duration of the full-time course and applicants need to provide a student certificate which can be obtained from the student administrator at the university or college. The certificate must state that the course is a full-time course that is – it lasts for at least one academic year, takes more than 24 weeks in that year and involves more than 21 hours a week of study. Letters of acceptance onto a course will not be sufficient to claim this exemption.

What happens next?

Once we receive your application with the supporting evidence, we will assess it and if you are successful, we will issue a reduced Council Tax bill.

Appeals

If the Royal Borough of Greenwich decides not to award a discount you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However you may not appeal against the amount of the discount.

PLEASE NOTE:

Making an application for a discount is not grounds for non-payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

Class K – Property Left Unoccupied by a Full-Time Student (Owner)

Please read the supplementary notes before completing this form as you may need to provide supporting evidence/information that is not readily available.

PLEASE NOTE:

Making an application for a discount or exemption is not grounds for non-payment of Council Tax. Payment must be made in accordance with the bill already issued, until you have received confirmation that the request has been granted.

Council Tax a/c:	
Date request to claim exemption from:	DD / MM / YYYY
Date property below became empty:	DD / MM / YYYY
Property address claiming an exemption for:	
Is anyone living in the property above? If Yes, please provide full name and date of occupation:	YES / NO
	Name: <input type="text"/>
	Date: <input type="text"/>
	Name: <input type="text"/>
	Date: <input type="text"/>

PROPERTY DETAILS

Is the owner a student and living elsewhere because of their studies?	Was the property last occupied solely by students? If Yes, provide details below.
YES / NO	YES / NO

Please give details of all residents over the age of 18, who were the last occupiers of the property address that the exemption applies to. If no-one lives at the property, please write "NONE":

Full name	Date of birth	Course start date	Course end date	Date of vacation	Current address
	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY	
	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY	
	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY	
	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY	

PERSONAL DETAILS

Full name of (owner) liable person:	Date of birth:
	DD / MM / YYYY
Name of educational establishment:	Address of educational establishment:
Course start date:	Course end date:
DD / MM / YYYY	DD / MM / YYYY
(Owner) liable person's current address:	

Please attach the following with this form:

- Student certificate(s) from your college or university.

DECLARATION

I/we confirm that the information I/we am about to provide is correct. I/we understand that any reduction will only be awarded on the basis of my/our current circumstances and will notify Royal Borough of Greenwich of any changes within 21 days of the change happening. I/we understand that if I/we fail to report such a change, a fixed penalty may be imposed and I/we will have to repay any overpaid discounts or exemptions.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information provided on this form within this authority for the prevention and detection of fraud. Royal Borough of Greenwich may also share this information with other bodies administering public funds which may include other councils and government departments.

I/we confirm that I/we have read, understood and agree to comply with the declaration above.

Full name (owner 1) (print):	Signature (1):	Date:
		DD / MM / YYYY
Daytime contact number(1):	Email address(1):	
Full name (owner 2) (print):	Signature (2):	Date:
		DD / MM / YYYY
Daytime contact number(2):	Email address(2):	

Please return completed form AND any supporting evidence to:

Royal Borough of Greenwich, Revenues Section, The Woolwich Centre, 35 Wellington Street, Woolwich, London SE18 6HQ or email: counciltax@royalgreenwich.gov.uk