

Property left empty because student owner is studying elsewhere: Council Tax exemption application form

A property you own as your sole or main home may be exempt from Council Tax if it's empty because you're studying elsewhere.

Proof you need to send with this application form

We need:

- confirmation that you started studying elsewhere within 6 weeks of leaving your property
- a full copy of your tenancy agreement if you rent the property you're living in where you're studying - it must include every page
- a copy of a student certificate from your college or university

Warning: You must pay Council Tax while you wait for us to decide if you're eligible for a discount. If you do not pay, we'll start the Council Tax recovery process.

1. About your eligibility for this discount or exemption

I am studying and living elsewhere away from my sole or main home and can confirm:

- ☐ my new residency is in a Hall of Residence (agreement) or in private rented accommodation (tenancy agreement)
- ☐ my student certificate confirms:
 - my full name
 - my date of birth
 - my address while I'm studying
 - the full name of my course
 - the number of course hours each week
 - the start and expected end date of my course
 - the name and address of my college or university

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2. About the Council Tax payer

Council Tax account number This is 8-digits. You can find it at the top of your Council Tax bill.	Date the discount or exemption should start
	DD/MM/YYYY
Full name of the Council Tax payer	Full address of the property left empty by the student owner

3. About the student owner

Full name	Date of birth
	DD/MM/YYYY
What date did you leave your property empty?	What date does your course start?
DD/MM/YYYY	DD/MM/YYYY

4. About the household

We need details of everyone living in the property who has left. If no one lives there, put "none".

Number of people living in the property (including the student)				
Full name	Date of birth	Date moved in	Date moved out	Current address
1)	DD/MM/YY YY	DD/MM/YY YY	DD/MM/YY YY	
2)	DD/MM/YY YY	DD/MM/YY YY	DD/MM/YY YY	

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3)	DD/MM/YY YY	DD/MM/YY YY	DD/MM/YY YY	
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5. Proof required

I have included a full signed and dated agreement for my Halls of Residence (if applicable)	<input type="checkbox"/> Yes
I have included a full signed and dated copy of my tenancy agreement for where I'm living while studying (if applicable)	<input type="checkbox"/> Yes
I have included copy of my student certificate	<input type="checkbox"/> Yes

6. Declaration

You must read and agree to the terms and conditions of this discount or exemption.

By applying, you confirm that:

- the information you've given on this form is correct and complete
- you agree to tell us straight away about any change in your circumstances that may affect your entitlement
- you acknowledge that providing false information or failing to tell us about a change in your circumstances for the purpose of claiming or retaining a Council Tax reduction or discount is an offence that could result in the Royal Borough of Greenwich issuing court proceedings against you
- you understand that we have a duty to protect the public funds we administer. We may use the information you've provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments

☐ I confirm I have read, understood and agree to comply with the declaration above.

Full name (use capital letters)	Signature	
Daytime phone number	Email address	Date
		DD/MM/YYYY

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Send every page of this form, with your proof, to us by email or post to:

Email: counciltax@royalgreenwich.gov.uk

Royal Borough of Greenwich
Revenues Service
The Woolwich Centre
35 Wellington Street
London SE18 6HQ

What happens next

It can take up to 21 days for us to process your application and decide if you're eligible.

We may ask you for more proof. If you're eligible, we'll send you an updated bill.

You must tell us within 21 days about any change in your circumstances that may affect your entitlement to a discount or exemption. If you do not tell us, you could get a £70 fixed penalty.

Appeal a decision

If you're not happy with our decision you can appeal to us in writing within 28 days. Find out how to appeal, at: royalgreenwich.gov.uk/appeal-council-tax