

General exemption application form

This is an interactive PDF that you can fill in electronically. When you have completed the form – please send to Council Tax Section, Herefordshire Council, Plough Lane, Hereford HR4 0LE. Alternatively you can scan and email to counciltax@herefordshire.gov.uk

Council tax number:

Please note: before filling in this form please read the notes at the bottom of this form.

First name:

Last name:

Applicant's email address:

Applicant's phone number:

Address of property for which discount is claimed:

Council tax account number:

Class of Exemption claimed:
(please see notes overleaf)

Date that the property became occupied:

Date that the property became eligible for exemption Class M-T:

Date you purchased the property:

Reason why exemption is claimed:

To speed up the processing of your exemption you are requested to supply copies of any documentary evidence which supports your claim for exemption. E.g. student certificates must be supplied for exemption class N; qualifying allowances in relation to class U. Please note that when applying for a class N student exemption, you must also state how many residents (aged 18 or over) are living at your property.

Declaration

The information given in this application is correct to the best of my knowledge and I authorise Herefordshire Council to verify any information declared.

Signed:..... Date:.....

Exemption classes

Class details

B	An unoccupied dwelling owned by a charity and used for charitable purposes when last occupied. Exempt for 6 months.
D	An unoccupied dwelling that was the sole or main residence of a person now detained in a prison except where detention is for nonpayment of Council Tax.
E	An unoccupied dwelling that was the sole or main residence of a person now permanently resident in a hospital, nursing home or a care home.
F	An unoccupied dwelling where probate has not yet been granted or letters of administration made.
G	An unoccupied dwelling where occupation is prohibited by law.
H	An unoccupied dwelling held for use by a minister of religion.

I	I An unoccupied dwelling that was the sole or main residence of a person now resident elsewhere in order to receive personal care.
J	J An unoccupied dwelling that was the sole or main residence of a person now living with and caring for another person in need of care.
K	K An unoccupied dwelling last occupied by one or more students who have continued to study since the last day of occupation or within 6 weeks of that date.
L	An unoccupied dwelling that is in the possession of a mortgagee under the mortgage.
M	A hall of residence providing accommodation for students.
N	A dwelling occupied solely by students.
O	A dwelling owned by the Secretary of State and held for use by members of the armed forces.
P	A dwelling where the liable person is a member of visiting forces.
Q	A dwelling left empty by a person who has become a bankrupt.
R	Caravan pitches or boat moorings where the caravan or boat has been removed.
S	A dwelling occupied solely by person/s aged less than 18 years.
T	An unoccupied granny annexe which: a) forms part of a single dwelling, which includes another dwelling; b) may not be let separately from that other dwelling without a breach of planning regulations.
U	A dwelling occupied only by a person/s who is/ are severely mentally impaired.
V	A dwelling occupied by a person/s with diplomatic privilege or immunity.
W	A granny annexe occupied by a dependant relative.