

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX200027 Twickenham Tel:020 8891 1411
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk

Properties Awaiting Occupation By A Member Of The Clergy H

Your postal address:	Address of property if different to postal address: Council Tax Account Number (if known):
----------------------	---

I have been notified that the above property may be exempt from Council Tax. For an exemption to be considered you must complete, sign and return this form to the Council Tax Office.

Please read the attached guidance notes before you fill in the rest of the form.

	Yes No						
1. Is there anyone living in the above property ?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> </tr> </table>						
If YES , how many people aged 18 or over, live there?,	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 25px;"></td> </tr> </table>						
and when did they move in?	<table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 0 5px;">day</td> <td style="text-align: center; padding: 0 5px;">month</td> <td style="text-align: center; padding: 0 5px;">year</td> </tr> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> </table>	day	month	year			
day	month	year					
If No, when did the property become empty?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> </table>						
	Yes No						
2. Is the property being held for occupation by a minister of religion as a property to perform his/her duties?	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 30px; height: 25px;"></td> <td style="width: 30px; height: 25px;"></td> </tr> </table>						

If **YES**, please enclose an official letter confirming this.

3. Please provide an address, other than the property, at which you may be contacted, if not above

4. I declare that the information I have given is correct to the best of my knowledge.

Name:	Signature:	Date:
Daytime contact number:		

The information you give will only be used for the purposes of Revenues & Benefits administration. The Council Tax Office may need to check the information given.

You must tell the Council Tax section of all changes which may affect your right to a discount.
Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.

Exempt Properties

You do not have to pay any Council Tax on some types of home. These are known as **exempt** homes.

How to apply for an exemption

Exemptions are not given automatically.

To apply for an exemption, you need to fill an application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.

Exemption type H

Properties waiting to be lived in by a minister of religion

A property is exempt when:

- it is unoccupied; **and**
- it is being held for a practising minister of religion to live in; **and**
- the minister will perform his or her duties from the property.

You must tell us about any changes that affect the exemption, for example the property is sold or someone moves in.