

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX2000027 Twickenham Tel:020 8891 1411
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7874 email: revben@richmond.gov.uk

Properties Left Empty By Students K

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

1. Is there anyone living in the above property ?		Yes	No	
		<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
If YES , how many people aged 18 or over, live there?, and when did they move in?		<input style="width: 40px; height: 20px;" type="text"/>		
	day	month	year	
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
	day	month	year	
If No, when did the property become empty?		<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
	day	month	year	
2. Is the owner a student and living elsewhere because of studies?		Yes	No	
		<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
3. Was the property last occupied solely by students as described in Parts 1, 2 and 3 in Section K of the EXEMPTION BOOKLET?		Yes	No	
		<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	
If YES, when did they move out?		day	month	year
	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	

If the Council Tax Office does not already hold proof of the student status of the previous residents, please provide the following information in respect of each student:

(a) Students under 20 who are undertaking a course of further education as described in Group 1 of the attached guidance notes.

▪ Students name	
▪ Date of birth	
▪ Course name	
▪ Course start date	
▪ Course end date	
▪ Name and address Of school / college	

Properties Left Empty By Students (continued) **K**

(b) Full Time Students (including Project 2000 nurses)

Please obtain a student certificate confirming the conditions as described in Part 2 of Section K of the booklet and return it with this form.

(c) Foreign Language Assistants

See Part 3 of Section K of the booklet

Please enclose with this form a headed letter from the school/college confirming the following:

▪ Assistants Name	
▪ Name and Address of school/college	
▪ Date appointment starts	
▪ Date appointment ends	

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 K

Properties that have been left empty by students

A property is exempt when:

- it is unoccupied; **and**
- the owner(s) are students (or will be students within six weeks of leaving the home) and are living somewhere else because of their studies; **and**
- it was last lived in only by one or more students as their main home.

In this case, the 'owner' includes people who have a freehold or leasehold interest lasting a least six months.

The student or students must be in one of the following groups:

Group 1

Under the age of 20 and undertaking a course of further education which:

- is at least 3 months long; **and**
- is not a correspondence course or evening class; **and**
- involves at least 12 hours instruction, tuition or supervised study per week
- is not undertaken as a consequence of their job.

Group 2

Undertaking a full-time education course which:

- is at least one year long; **and**
- requires the student to attend at least 24 weeks a year; **and**
- requires the student to study at least an average of 21 hours per week throughout the 24 week period. For students who are doing teacher training, time spent doing teaching practice is counted as hours of study

Group 3

Foreign language assistants who are:

- registered with The Central Bureau of Educational Visits & Exchange; **and**
- working as a foreign language assistant at a school or other educational institution in Great Britain.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that affect the exemption, for example if someone who is not a student or moves in.