

Council Tax



ABERDEEN
CITY COUNCIL

www.aberdeencity.gov.uk/counciltax

Name.....
Address
.....
.....Postcode

Your reference no.

Application for Student Property Exemption

Please read this form carefully

There are three categories of exemption for student properties. To qualify for one of these exemptions the following conditions must be met:

- 1. Occupied solely by students:** must be undertaking a full-time course of education at a recognised educational establishment in the UK. If a student's spouse or dependant is not a British Citizen and lives in the property they may also qualify for exemption. Please note they must have "no recourse to public funds" or not be permitted to work in the UK.
- 2. Unoccupied but previously occupied by students:** must have been undertaking a full-time course of education at a recognised educational establishment in the UK. *This exemption is for a maximum period of 4 months and can only be claimed by the landlord and will only be granted if the property is to be re-occupied by students.*
- 3. Unoccupied but owned/leased by a student living elsewhere:** must be undertaking a full-time course of education at a recognised educational establishment elsewhere in the UK.

Any application for exemption must be made by the person who is liable to pay the Council Tax for the property. If you wish to apply for any of the above exemptions please complete this form in **BLOCK CAPITALS** using black ink. If you have difficulty with any part of the form or if you require further details, we would like to help you. Please contact the Revenues and Benefits office or telephone the Customer Care Section on:

08456 080921

Information about the property

Address at which exemption is being claimed (including flat location)

..... Postcode

Council Tax account number (if known)

Landlord's Name and Address

..... Telephone number

Landlord's email address

Which exemption category does the property fall into (see above, i.e. 1, 2 or 3) 1 2 3

Tick as appropriate

For categories 2 and 3, from which date did the property become unoccupied

Please complete the details requested overleaf regarding the current occupants of the property. If the property is now unoccupied, please give details of the former occupants.

Household Details

Full names of all residents (18 years or over)		University/College attended (If appropriate)	Matriculation/PIN Number	Date Moved in	Exact Date Course Starts	Exact Date Course Ends (See below)
Surname	Forename					

PLEASE NOTE YOUR COURSE END DATE IS NOT YOUR GRADUATION DATE

(Exemption is only applied for the duration of study and does not extend to the date of graduation)

IF YOUR SPOUSE/DEPENDANT IS **NOT** A BRITISH CITIZEN AND LIVES IN THE PROPERTY, PLEASE GIVE THEIR NAME(S) AND DATE(S) OF ENTRY TO THE UK. PLEASE NOTE THEY MUST HAVE "NO RECOURSE TO PUBLIC FUNDS" OR NOT BE PERMITTED TO WORK IN THE UK FOR YOU TO BE ENTITLED TO EXEMPTION.

**EVIDENCE OF ENTRY TO THE UNITED KINGDOM MUST BE PROVIDED FOR SPOUSES AND DEPENDANTS
i.e. Passport**

Name(s)	Relationship to Liable person	Date of Entry to United Kingdom

We may have to contact you again to obtain evidence in support of your claim or with a view to arranging a visit to your property. It would be helpful if we could contact you by telephone. If you have a contact telephone number or email address, please give your details below:

Contact telephone number (daytime)

Contact email address

Any change to your circumstances which may affect your liability for council tax or your exemption must be advised to this office without delay (i.e Course ends, student leaves course, new tenant moves in, etc...)

Declaration

I declare that the information on this application form is true and correct. I undertake to inform you of any change in circumstances as soon as the change occurs.

Signature Date

Please note that under the National Fraud Initiative details of your claim may be compared with records within this council and other public bodies. For more information please log on to www.audit-scotland.gov.uk/work/nfi.php

**Thank you for completing this form. Please return it immediately to the Revenues and Benefits Office,
27-29 Crown Street, Aberdeen, AB11 6HA**