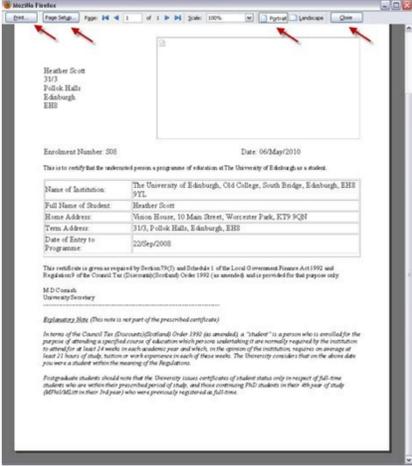


Bradford council tax exemption form

I'm not robot!



Council Tax Student Exemption/Discount Application Form

Please return both pages of this form to: Local Taxation Division, PO Box 968, Bristol, BS99 1JC

Council Tax Account Number:

Full name:

Address:

Property Description (e.g. House, Ground floor flat):

Daytime phone number:

Email address:

In order to qualify for Student Exemption a property must be occupied exclusively by full time students.

The qualifying criteria for a full time student are:-

- (a) undertaking a single course of higher or further education at a prescribed educational establishment lasting for at least one academic or calendar year (from the outset)
- (b) undertaking study, tuition or work experience for periods of at least 24 weeks in each academic or calendar year and
- (c) undertaking periods of study, tuition or work experience which together amount in each such academic or calendar year to an average of at least 21 hours a week.**

**Please note that if work experience exceeds study then it will not be treated as a full-time course of education.

In the event that one of the occupants is not a full time student then you may still receive a discount.

Please note that owners and residents of exempt dwellings are required to notify the City Council if the assumption about exemption is wrong or if changes occur which are likely to affect entitlement to exemption. Failure to do so may lead to the imposition of a penalty.

Please complete the information overleaf and return both pages.
1 of 2

Application for Property Tax Exemption Arts Facility or Museum

Application deadline September 30th of the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Ref Identifier	Taxation Year					Date			
Legal Description	Lot	Block	Plot	Part	Sec	Township	Range	Mer	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION (Required by November 30th of the year preceding the taxation year)

Name of property owner: Telephone Number (Bus): Telephone Number (Res):

Address of property owner: Postal Code: Fax Number:

Address of property for which exemption is requested:

Portion/Area of the property held by the organization: All Part Area Occupied is:

Is there an agreement in place that confirms the portion of the property held by the organization? Yes If yes, provide expiry date (mm / dd / yyyy) Date organization took occupancy (mm / dd / yyyy)

PART 2 – ORGANIZATION INFORMATION

Name of organization operating the facility used for arts or a museum: Telephone Number (Bus): Fax Number:

Act under which organization is registered as a non-profit organization: Registration Number:

Organization's objectives/purposes:

-
-
-
-
-

a) Are the resources of this organization devoted to the above objectives/purposes? Yes No If No, attach explanation

b) Are there any monetary gains or benefits received by the organization as a result of its provision of services? Yes If Yes, attach explanation No

c) Does your organization expect to move from this property during the following year(s)? Yes If Yes, attach explanation No

d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages? Yes If Yes, attach explanation No

e) Are the organization's services similar to any other organization and/or business? Yes If Yes, attach a sheet providing the organization/business name(s) No



Where to get a council tax exemption form. Is council tax exemption means tested. What are the council tax exemptions. Can i get council tax exemption.

You can find help with accessing grants, useful advice and money that you may be entitled to. Visit our cost of living support page This browser version is not supported. Please use Internet Explorer 9 or higher. We are a dedicated team of front-of-house staff, with a wealth of experience and understanding to help you access the support services you need to be a success. The transition to university life is an important one, and we're here to help you every step of the way. If you're a student currently studying with us, you can find details by visiting the MyBradford intranet site. Our services Providing responses to queries and giving information and basic advice, support and guidance. Booking one to one appointments with specialist support and services where appropriate Council Tax exemption enquiries DBS ID checks Student confirmation/registration letters, such as bank and visa letters Staff and student ID cards Enquiries regarding changes to the student record, change of circumstances, applications for submission extensions, and

extenuating circumstancesCampus and city information Assistance from the International Student Advisor Centre, study and enrolment information Copy and/or replacement certificate and transcript requests Certifying University-produced documents The Student Life Team provides a variety of services for students who find themselves in need of additional support whilst at University. We provide initial advice on issues which may be affecting your general welfare. If you are not sure who to ask for advice, or you just need to talk to someone in a quiet and confidential space, we're here. Examples of support could be: Applications to our Student Support Fund in times of financial difficulty (we cannot fund tuition fees) Advice and guidance in relation to student finance issues Support with difficult situations which arise from everyday life Referrals on to external and internal services Support with accommodation issues Learning to cook Budgeting Get in touch The Disability Service is part of Student and Academic Services. They provide information, advice and guidance whether you are an applicant, current or international disabled student. Disability can mean different things to different people. By the term 'disabled students' we mean any student with: specific learning difficulties such as dyslexia, dyspraxia and dyscalculia autism a long term health condition a physical or sensory impairment The Disability Service's contact details are: E-mail: disabilities@bradford.ac.uk Telephone: 01274 233739 I got diagnosed with Graves Disease this year. It's related to all sorts of things with all sorts of symptoms, as soon as I got that, I talked to my personal tutor and he referred me to Disability Services. They put it through so that I can have extra time in exams and extra time for doing coursework. Tayah Livesey, MChem (Medicinal Chemistry) Tolerance and respect for religions and beliefs are important at the University of Bradford. The city has places of worship for most faiths and religions and many of these are close to our campus. The Interfaith Chaplaincy team represent various faith groups and provide spiritual support and pastoral care for staff and students of all faiths and none. You can contact us via email before, during or after your time at the University. Our Counselling and Mental Health Service provides a free and confidential service to all students and staff of the University of Bradford and students of Bradford College. In addition to one-to-one appointments, we offer a range of support including self-help materials and wellbeing workshops. We are completely independent of your academic studies or workplace and do not share information with staff in these areas without consent. Most appointments are by telephone, video conference or email. We offer a limited number of face-to-face appointments in Student Central, 08:30-16:30, Monday to Friday. Reception is open 9:00-16:30. Contact the Counselling and Mental Health Service: Properties can be exempt from council tax, or your bill could be reduced by a discount of up to 50%, or by the equivalent of one hand, for the following reasons. You can claim 25% off your council tax if you are the only person over 18 who lives in your home. Apply for or cancel a single person discount Disregard discounts You may also qualify for a discount if either all or all but one of the residents are disregarded, (that means: not included in the calculation of the council tax amount payable). The discount will normally be 25%, but there are occasions when this could rise to 50%. For example, if all the residents of a property are eligible to be disregarded, your council tax may be reduced by 50%. For further information regarding discounts, please contact us on 0208 356 3154. Categories of people who may qualify to be disregarded include: most full-time students people who live with and care for someone else young people for whom child benefit is payable people under 25 who receive training under the national traineeship scheme apprentices student nurses foreign language assistants people who leave school after 30 April and start a course of further education before 30 October of the same year people who are detained in prison or under the Mental Health Acts patients who live in a hospital, care-home, nursing home or mental nursing home residents of night shelters or hostels members of religious communities who have no income or savings (for example, monks and nuns) diplomats and their spouses, if not a British citizen people who are severely mentally impaired care workers employed via a charity or local authority If all residents are full-time students or severely mentally impaired, the property will be exempt. Note: People who qualify for discounts are still liable to pay the balance of the council tax that is due. Apply for a disregard discount Full-time students Generally full-time students are not liable for council tax. There are some exceptions to this eg an owner or tenant who is a full-time student but lives with a non-student who is not a joint owner or joint tenant. Partners of full-time students If a full-time student is married to someone from abroad, has a civil partner, or dependants from abroad, we may not count them for council tax purposes. Similarly, if their visa stops them working, claiming benefit or having 'recourse to public funds', then we may not count them for council tax purposes. Apply for a student discount Disabled band reduction Your council tax can be reduced by the equivalent of one hand if a disabled person lives at the property. Certain criteria would have to be met which includes either using a wheelchair indoors or having an extra room to meet the needs of the disabled person. This is not a general discount for a person with disability, it is based on the property having adaptations made to the original rooms or extra facilities in place to meet the needs of a disabled resident. Examples of where the reduction will not be applicable include: use of a downstairs room as a bedroom installation of handrails, ramps and stair lifts installation of a second lavatory Please refer to the guidance below before making an application. disabled band reduction guidance Apply for a disabled band reduction Care leavers' reduction A discretionary reduction (care leavers' reduction) will be awarded to any care leaver between the ages of 18 and 25, formerly in Hackney's care, who lives in the borough and is liable to pay council tax, up to their 25th birthday. The reduction will reduce the amount of council tax a care leaver will have to pay, after the deduction of any council tax reduction and any other national reliefs such as the single person discount, to nil. You must apply for council tax reduction before applying for care leavers' reduction (or uploading evidence from your care worker to confirm you are a care leaver). Apply Annexes From April 2014 if there is a dwelling that forms part of a single property and is being used by you as part of your sole or main residence or is the sole or main residence of a relative you may be entitled to a 50% discount on that dwelling. Apply for an annexe discount Unoccupied properties If you own a property that no one lives in you may be entitled to a discount or exemption. If your property is substantially unfurnished then you can apply for a 100% discount for up to 30 days. If it remains empty for between 2 - 5 years owners will have a premium of 100% added to their bill. If it remains empty for more than 5 years owners will have a premium of 200% added to their bill, a 300% council tax charge. There are circumstances when an unoccupied property would be exempt from council tax. See council tax exemptions below. Council tax exemptions In addition to discounts and disabled band reduction, certain types of property are exempt from council tax and have nothing to pay. The following is a list of properties which are exempt from council tax – you should note that the explanations are for guidance only and should not be interpreted as legislative definitions. Some of the exempt properties are subject to time restrictions and where this applies to a particular class of exemption it is stated within the explanation. Please note: Owners of properties that remain empty for 2 years or more will have a premium of 100% added to their bill. Apply for an exemption If you believe that you should be receiving an exemption from council tax but it is not showing on your bill, please complete the form below. If you need any further information or advice, contact us on 020 8356 3154. Request an exemption Exempt properties Class A: Unoccupied and unfurnished property that requires or is undergoing major repairs. This exemption has been abolished and has been replaced with a 25% discount for up to 12 months. Class B: Unoccupied property owned by a charity and last used for charitable purposes. Can be granted for up to 6 months after the property first becomes unoccupied. Class C: Unoccupied and unfurnished property. This exemption has been abolished and has been replaced with a discount of 100% for up to one month. Class D: Unoccupied property where the sole liable person is being held in detention. Can be granted for the whole period the person is in prison/detention (including remand) provided no-one else lives in the property. Class E: Unoccupied property which when last occupied was the sole or main residence of a single occupier who is now permanently resident in a hospital or care home. Class F: Unoccupied property where probate or letters of administration have not yet been granted. Can also apply for up to 6 months after probate or letters of administration have been granted, providing the property remains unoccupied. Class G: Unoccupied property which is prohibited by law from being occupied. (This includes planning restrictions). Class H: Unoccupied property which is being held for occupation by a minister of religion. Class I: Unoccupied property vacated by a sole liable person who has since been living elsewhere in order to receive care. Class J: Unoccupied property vacated by a sole liable person who has since been living elsewhere to provide care to someone else. Class K: Unoccupied property vacated by a sole liable person who is a student and who has left the property to live elsewhere in order to attend college or university. Class L: Unoccupied property that has been repossessed by a bank/building society. Class M: Student hall of residence. Class N: Property occupied only by full-time students, certain non-British spouses of full-time students, and/or school-leavers. Class O: Property owned by the Crown and used as armed forces accommodation. Class P: Property used as visiting armed forces accommodation. Class Q: Property that falls under the responsibility of a trustee in bankruptcy. Class R: Unoccupied caravan pitch or boat mooring. Class S: Property that is only occupied by people under the age of 18 years. Class T: Unoccupied annexe (to at least one other property) that cannot be let separately without breaching planning control. Class U: Property occupied only by people who are severely mentally impaired and who would otherwise be liable to pay the council tax. Class V: Property where a non-British diplomat who is not a permanent resident of the UK would otherwise be liable to pay the council tax. Class W: Occupied annexe (to at least one other property) which is the sole or main residence of an elderly or disabled dependant relative. Let us know of any errors or changes of circumstance If your bill shows you have received a reduction to which you are not entitled or your circumstances change so that you are no longer entitled, you must tell us within 21 days of the date on the bill. If you don't, you may have to pay a penalty of £75. Further information uninhabitable property guidance

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