

Council Tax Team
Torrige District Council
Riverbank House
Bideford
Devon EX39 2QG

T/no: (01237) 428900
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Web: www.torridge.gov.uk



Office Hours (For Telephone Enquiries)

Mon - Thu 8.45 am to 5.00 pm
Friday 8.45 am to 4.45 pm

Account No: _____

Property Ref: _____

**Council Tax: Class 'F' exemption application
(for properties left empty as liable person has died)**

An Council Tax exemption may be applicable if a property has been left empty because the person liable has died.

In order to apply for this exemption please complete the following:

Council Tax Number (if known): _____

Name of liable person: _____

Address of property left empty: _____

Executors name and address: _____

Executor contact telephone no: _____ Email: _____

Did the liable person Own or Rent the property left empty.
(please tick as appropriate)

Name and address of owner if not deceased:

You must inform the Council Tax office of any changes that may affect this exemption.

I declare that the information on this form is correct, to the best of my knowledge.

Signature

Date

Print Name

WARNING: ANY PERSON WHO SUPPLIES FALSE INFORMATION MAY BE LIABLE TO PROSECUTION. YOU ALSO HAVE A LEGAL OBLIGATION TO INFORM TORRIDGE DISTRICT COUNCIL IF YOU HAVE A CHANGE OF CIRCUMSTANCES WHICH WOULD AFFECT THE DISCOUNT.

Torrige District Council collects, stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – in relation to personal data

Substantial Public Interest – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.