

Council Tax Team
Torrige District Council
Riverbank House
Bideford
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Office Hours (For Telephone Enquiries)
Mon - Thu 8.45 am to 5.00 pm
Friday 8.45 am to 4.45 pm

Council Tax Account No:

Property Ref:

Council Tax: Dwelling left unoccupied by a student/s (class K)

An unoccupied dwelling owned by a student may be entitled to an exemption to Council Tax, as long as the following criteria is met:

1. It was the sole or main residence of that student, and no-one else, other than students, lived there.
2. The student must be the liable person to pay the Council Tax.
3. The Student must be enrolled on a full-time, qualifying course of education and **certificate confirming this must be submitted with this form as per the notes on page 2.**

To apply for this exemption complete the following:

Name of Student _____

Date of Birth: _____

Address of unoccupied property
Owned by Student:

Date property became unoccupied: _____

Date course commenced: _____

Contact Telephone number: _____

Email Address: _____

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

Signature

Date

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.

NOTES

A student, as defined by the legislation is either:

1. A foreign language assistant, registered with the Central Bureau for Educational Visits and exchanges as a foreign language assistant and is a foreign language assistant at a school or other educational institution in Great Britain.
- or 2. A student undertaking a full time course, at a prescribed educational establishment (e.g. University, College, Theological College etc.). A full time course must be at least 1 academic year consisting of a minimum of 24 weeks, and at least 21 hours per week of study, tuition or work experience.
- or 3. A student undertaking a qualifying course, aged under 20, and not taking a course as above. A qualifying course must be at least 3 months, consisting of a minimum of 12 hours per week, and not a course of higher education or a correspondence course. The course must normally be between 8am and 5.30pm. (E.g. A level course, BTEC course, or further education courses – NOT evening classes).
N.B. Any course undertaken as part of employment is not a qualifying course.

PROOF REQUIRED:

STUDENT CERTIFICATION FROM YOUR COLLEGE CONFIRMING THE DURATION OF YOUR COURSE AND THE NUMBER OF HOURS PER WEEK YOU ARE EXPECTED TO STUDY.

FOREIGN LANGUAGE ASSISTANT – PROOF OF REGISTRATION.

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.