

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

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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

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**Account Ref:**  
**Property Ref:**

Dear

**Council Tax: Class 'E' exemption application  
(for properties left empty by persons permanently in a Hospital)**

Your property may be exempt if you have left it empty in order to receive care in hospital, where care is required due to old age, disablement, illness or mental illness (past or present) providing that the following conditions are met:-

- The property must be unoccupied.
- All person/s liable for the dwelling are living elsewhere to receive care
- There is no intention for the liable person/s to return to the property

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

In order that I may consider an exemption for your property I would be obliged if you could complete the form below:

1. Name of person in a hospital \_\_\_\_\_
2. Address left empty \_\_\_\_\_
3. Address of hospital \_\_\_\_\_
4. Date of move to hospital \_\_\_\_\_
5. Is there an intention to return home? **YES / NO**
6. Contact details for person dealing with the above council tax payers affairs:  
Name \_\_\_\_\_ Contact number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
7. Name of all owners of the empty property \_\_\_\_\_  
\_\_\_\_\_

**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.