

**Council Tax  
Registration & Student  
Exemption/Discount Claim  
Form**



Revenues Service  
P.O. Box 60  
Leeds LS2 8JR

Tel: 0113 222 4404

Date: 05 November 2015

Leeds City Council needs information about your address so that we can keep our records up to date. Please use this form to tell us who is living at your address **and to claim an exemption or discount if any of you are students.** (There are notes on the back of this form which explain more about the Student Exemption/Discount.)

**1. a) Please write your address in the box above, if it is not already there.**

**1. b) Please list below all the people who live at the address above who are 18 or over.**

List **students** in the **first** table below and **non-students** in the **second** table.

If anyone listed is the non-British Spouse of a student, please also complete section 1. c).

Student's full name	College or university attended	Student number	Date of birth	Course start-date	Course end-date

Non-student's full name	Does this person claim Benefit?
	Yes / No
	Yes / No
	Yes / No

**1. c) Please give details of any non-British Spouse who lives at this address.**

- What is the name of the non-British spouse? .....
- What date did this person move in? .....
- Does this person hold a passport from a country within the European Union? **Yes / No**
- If yes, please give the name of the country .....
- Do the terms of his/her entry visa to the UK prevent this person from taking paid employment or from claiming benefits? **Yes / No**

Please turn over

**2. Please give the following details about the property shown in the box on the front of this form:**

a) the name and address of the owner or landlord or the person who receives the rent:

.....  
.....

b) the start date of your tenancy agreement for the property: .....

c) the end date of your tenancy agreement for the property: .....

**3. Declaration - the person who has filled in this form must sign this declaration**

The information I have given on this form is true and complete.

**Signature:** ..... **Date:** .....

Please give your daytime telephone number in case we need to speak to you about your claim:

.....

Notes

*(This information about the Council Tax law is a summary of the main points only. Further details can be supplied if necessary.)*

- *In Council Tax law, 'student' means 'full-time student'. You must be enrolled with a 'prescribed educational establishment' and your course must be one of the following:*

*a) a course which lasts at least one academic or calendar year and which requires you to undertake at least 21 hours per week of study, tuition or work experience,*

*or*

*b) a course which is **not** higher education, which lasts for more than 3 calendar months and requires you to undertake more than 12 hours of study. (Please note: you must be under 20 if on this type of course).*

- *An exemption from Council Tax can only be granted if **all** the people living in a property are full-time students. If there is one person who is not a student, only a 25% discount can be granted. If there are 2 people who are not students, no discount can be granted at all.*
- *Where a full-time student has a spouse who is not a student but is a non-British citizen with a visa, if the terms of that visa prevent the spouse from taking paid employment or claiming benefits, an exemption will still apply (as long as all the other residents are full-time students).*

*In line with Data Protection law, we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council services or public organisations if they need it in order to carry out their legal duties.*