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**Local Government Finance Act 1992,
The Council Tax (Exempt Dwellings) Order 1992**

The Council Tax (Exempt Dwellings) Order 1992, makes provision for properties which are either occupied **wholly by full-time students** or where a student leaves a property unoccupied because they live elsewhere to study, to be **exempt** from Council Tax.

A **student** is defined as a person other than a student nurse, who is undertaking a **full-time course of education** at a relevant educational establishment. Confirmation of student status is required by the Billing Authority and **student certificates** or other evidence should accompany this completed form. **Failure to provide evidence may invalidate your claim.**

Full name of applicant

Address for which the exemption
is being applied, including room and or flat number

Postcode

You do not have to supply your telephone number
or E-mail address but it may help if you do

Your telephone number

Your email address

Section 1

Full name of all occupiers	Dates of tenancy	Establishment where student is studying	Course dates and enrolment numbers

Section 1 continued

Full name of all occupiers	Dates of tenancy	Establishment where student is studying	Course dates and enrolment numbers

If there is not enough room on this form, please give further details on a separate piece of paper and attach it to this form.

Section 2

Owner's or Managing Agent's Full Name

Address

Postcode

Section 3 – Declaration

I declare that the information given on this form is true and complete to the best of my knowledge and belief. I understand that the council may check this information as necessary with various external agencies and other council departments. I am also aware that I am required to notify the Council in writing of any change in circumstance which may affect my claim.

HAVE YOU REMEMBERED TO INCLUDE YOUR STUDENT CERTIFICATE?

Signature

Date

 / /

Please note, a person who makes a false claim may have a penalty of up to £350 imposed

Once completed please return this form to us at any of our Customer Service Centres or Information Points.

Alternatively you can send it to
Freepost RSJC - KKBE - ABXZ,
Revenues and Benefits,
Hull City Council
P.O. Box 15,
Hull.
HU1 2AB

DATA PROTECTION

The information you have been asked to provide may be recorded on computer and is subject to the Data Protection Act, 1998.

Some information may be disclosed to Housing Benefit offices and other departments of the council.