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## APPLICATION FOR COUNCIL TAX CLASS E EXEMPTION

Please read the guidance notes overleaf and if you believe you are eligible for a property exemption, complete this application form in full using black ink and return it to the address overleaf.

Failure to provide any of the information requested may result in unnecessary delays.

Account or property reference (if known):
Full name of applicant(s):
Full address of property for which exemption is being claimed:
Date from which you wish to claim the exemption:
Date property became unoccupied: / /
Full name and address of care or nursing home:
What is their telephone number?
Is this a permanent situation?
If YES, please confirm when this occurred: / /
Is the property unfurnished?
If YES, please confirm when this occurred: / /
If <b>NO</b> , please advise the date the furniture will be removed, if known / /
Are those named above the sole owners?
If <b>NO</b> , please confirm the full name(s), address(es) and contact number(s) of the owner(s):
Additionally if <b>NO</b> , if a formal tenancy is held, exactly when does this end?
Is the property on the market for sale?
If YES, please confirm the name and telephone number of the company marketing the property:
WHEN PROPERTY IS SOLD, PLEASE NOTIFY US IMMEDIATELY.
IF YOU HAVE COMPLETED THIS APPLICATION FORM ON BEHALF OF THE LIABLE PERSON, PLEASE PROVIDE
YOUR FULL NAME AND RESIDENTIAL ADDRESS:

Please continue overleaf.../

Daytime telephone number:						
Email address:						
Do you wish to receive your bills by email?	YES	[	]	NO	[	1
	*	'Not	со	mpulsory l	out	may help if we have any queries.

**DECLARATION:** I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED

Full name:	Signed:						
	Date:	1	1				

## **Guidance Notes**

Class E exemption – A property left unoccupied by persons who are in a hospital, nursing home or in a residential care home.

Any dwelling:

- Which are unoccupied and
- Which were previously occupied by the owner(s) or tenant as their sole or main residence and
- Where the owner(s) or tenant(s) are now have their sole or main residence in a hospital or care home

In the above instances Owner means the Freeholder or Leaseholder. In the case of a tenant, the tenancy must be for at least 6 months.

This exemption does not include people who spend short periods in hospital or nursing/care homes and intend to return to their original home address.

A care home must be providing care and / or treatment on the premises and must be:

- Residential Care Home registered under the Registered Homes Act 1984 or National Assistance Act 1948 or run by the Abbeyfield Society or
- Mental Nursing Home registered under the Registered Homes Act 1984 or
- Nursing Home registered under the Registered Homes Act 1984b

The exemption starts on the day that the premises become unoccupied due to the person residing in the hospital or home. The exemption will last for as long as the conditions are met.

The Council will also need to know if anything happens which means that the property is no longer exempt. Such changes may include:

- Someone else moving into the premises
- Returning to the premises from hospital / home
- The premises being sold or let