



Bedford Borough Council

LOCAL TAXATION OFFICE, BOROUGH HALL
CAULDWELL STREET, BEDFORD MK42 9AP
Telephone Bedford (01234) 718097
Email: localtax@bedford.gov.uk Web: www.bedford.gov.uk

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|----------------|--|--|--|--|--|--|
| For Office use | | | | | | |
| PROPREF | | | | | | |
| PIN | | | | | | |

COUNCIL TAX PROPERTY EXEMPTION APPLICATION DWELLING OCCUPIED BY STUDENTS

To apply for an exemption in respect of a dwelling wholly occupied by students, please complete sections A to D of this form using CAPITAL LETTERS and then return it to the Council with written confirmation from the educational establishment that each resident is a full-time student within the meaning of the Local Government Finance Act 1992, details of which are given overleaf. **This confirmation should take the form of a Council Tax Student Certificate for each resident.**

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|--|
| A Full name and address of APPLICANT (Only people who are liable to pay the Council Tax can apply for an exemption) |
| Name |
| Address |

| |
|--|
| B Address of PROPERTY (if different from A) |
| |

| C Please complete for ALL persons aged 18 and over resident at the Property. | | | | | |
|---|--|---------------------------------|-----------------------|-------------------------------|---------------------------------|
| Full Name | Full Name and Address of Educational Establishment where study is undertaken | Name of Course being undertaken | Date Course commenced | Date Course expected to cease | Date individual became resident |
| | | | | | |

Continue on a separate sheet of paper if there is insufficient space on this form.

PLEASE TURN OVER

D DECLARATION

As far as I know all the information I have given is true and accurate.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information given, and undertake to notify the Local Taxation Office when any person listed ceases to be a student. I understand that failure to notify the Local Taxation Office that the property is no longer exempt within 21 days of so believing may result in a penalty being incurred by me. I enclose a Council Tax Student Certificate in respect of each resident.

Number of Council Tax Student Certificates enclosed

Your Signature..... Date.....

Daytime Telephone Number Email.....

(You do not have to give a telephone number but it would be helpful if you did in case clarification is needed)

COUNCIL TAX STUDENT ELIGIBILITY

The following definitions determine for the purposes of the Council Tax who may be regarded as a student or student nurse when determining eligibility for Council Tax discounts. Where a dwelling is wholly occupied by students exemption from payment of the Council Tax will apply. A dwelling occupied wholly by student nurses or one containing a mix of students and non students (including student nurses) will give rise to at least a 50% bill.

STUDENTS

A person qualifies as a student if he or she is:-

- undertaking a full-time course of education (i.e. attending a university, polytechnic or college) which subsists for at least one academic year, where attendance is required for periods of at least 24 weeks in the academic year and involves periods of study, tuition or work experience amounting to 21 hours per week. This could include student nurses and those undertaking Project 2000 courses. A course is not to be treated as a full-time course of education if the aggregate for the course as a whole of all the periods engaged in work experience exceeds the aggregate of all the periods of study or tuition not constituting work experience, except in the case of a course for the initial training of teachers in schools.
- undertaking a qualifying course of education (you must be under 20 years of age, the relevant number of hours for the course must exceed 12 per week, which subsists for more than 3 months, principally between the hours of 8.00a.m. and 5.30 p.m., where tuition is received otherwise than through correspondence and not undertaken in consequence of an office or employment held by the person in question and not be a course of full time education);
- registered as a foreign language assistant with the Central Bureau for Educational Visits and Exchanges.

STUDENT NURSES

A person qualifies as a student nurse if he/she is undertaking a course which would lead to registration on any Parts of 1 to 6 or 8 of the Register maintained under Section 10 of the Nurses, Midwives and Health Visitors Act 1979, as a first inclusion on that Register (nurses who are already on the Register who are taking further courses will not qualify as a student nurse).

DATA PROTECTION

Personal information held for Council Tax purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for Council Tax purposes within this Authority for data matching purposes. It may also data match information provided for Council Tax purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

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