



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

For Office Use					LDISCOUNT		
PROPREF							
PIN							

COUNCIL TAX EXEMPTION Dwelling occupied by persons under the age of 18

Please read the notes below before completing this form.

Where a dwelling is occupied only by persons who are under the age of eighteen the owner of the dwelling is liable for payment of the Council Tax. The owner, for Council Tax purposes, is the freeholder or a leaseholder who has been granted a lease for six months or more. The property may be exempt from Council Tax if all the persons occupying the property as their main home are under the age of eighteen. To apply for an exemption please complete this form using CAPITAL LETTERS and then return it to the Council. Please note that a birth certificate will be required in respect of any resident under the age of eighteen.

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

B	Address of dwelling for which exemption is claimed
Address:	

C	Full name of <u>all</u> residents. Please provide the date of birth and a copy of the birth certificate of any resident under the age of eighteen.	
	Full Name	Date of Birth

D	Declaration
<p>As far as I know all the information I have given is accurate and true. I authorise the Local Taxation Office to make any enquiries necessary to verify the information given. I undertake to notify the Local Taxation Office of any change in circumstances which may affect my entitlement to the exemption. 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.</p> <p>Your Signature Date</p> <p>Daytime Telephone No Email.....</p> <p>(You do not have to give a telephone number or email but if would helpful if you did in case we need to contact you).</p>	

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.