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APPLICATION FOR CLASS W EXEMPTION

You are asked to complete and return this form to the address at the bottom of the form if you are the liable person for Council Tax purposes and if you think you may be eligible for a property exemption. Please read the Guidance Notes before completing this application form. Please complete this form in BLOCK CAPITALS using black ink.

*Denotes a mandatory field which must be filled in for your application to be processed.

Part A – This section applies to the property for which the exemption is being claimed

*Address of Property for which exemption is being claimed:			
Account Reference if known:			
*Date from which you wish to claim the exemption:			
*Full Name(s) of Occupant(s)	*Date of Birth (if over 65)	*Severely Mentally Impaired?	*Substantially and Permanently Disabled?
1.		YES / NO	YES / NO
2.		YES / NO	YES / NO
*Proof of age will be required e.g. Birth Certificate / Pension Book			

Part B – This section applies to the property which adjoins the annexe

*Address of Property:	
Account Reference if known:	
*Full Name(s) of Occupant(s)	*Please state relationship to person(s) living in the property given in Part A above
1.	
2.	
Daytime Telephone Number (You do not have to give this information but it may help if we have to contact you with any queries)	

DECLARATION: I declare to the best of my knowledge and belief 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.

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

*Signature _____

*Full Name _____

*Date _____

Guidance Notes

Annexes which are occupied by dependant relatives

For the purposes of Class W:

- a dwelling which forms part of a single property including at least one other dwelling and which is the sole or main residence of a dependant relative of a person who is a resident in that other dwelling or as the case may be one of those other dwellings;

For the purpose a dependant relative is:

- aged 65 or more, or
- severely mentally impaired, or
- substantially and permanently disabled whether by injury illness or congenital deformity or otherwise

Relative to be defined as:

- if he is the spouse / civil partner of that person
 - he is the persons parent, child, grandparent, grandchild, brother, sister, uncle or aunt, great grandparent, great grandchild, great uncle, great aunt, great nephew or great niece or
 - he is that persons great great grandparent, great great grandchild, great great uncle, great great aunt, great great nephew or great great niece, and
- i) relationship by marriage shall be treated as a relationship by blood
 - ii) relationship between a man and woman living together as husband and wife shall be treated as a relationship by marriage and
 - iii) the stepchild of a person shall be treated as his child