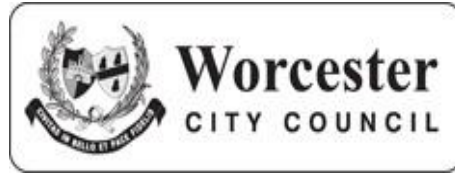




www.malvern hills.gov.uk



www.worcester.gov.uk



www.wychavon.gov.uk

**APPLICATION FOR COUNCIL TAX CLASS T EXEMPTION**

Please read the guidance notes overleaf and if you believe you are eligible for a property exemption (as the person named liable for Council Tax) 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:	
Full address of the annexe for which the exemption is being claimed:	
Date from which you wish to claim the exemption:	/ /
Is the property unoccupied?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please confirm when this occurred:	/ /
Is the property unfurnished?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please confirm when this occurred:	/ /

**PLEASE PROVIDE EVIDENCE DEMONSTRATING THAT LETTING OUT OF THE ANNEXE SEPARATELY FROM THE MAIN DWELLING WOULD BE IN BREACH OF PLANNING CONTROL (AS DEFINED IN SECTION 171A OF THE TOWN AND COUNTRY PLANNING ACT 1990).**

Full address of property which adjoins the annexe:
Full name(s) of the liable person(s):

Please continue overleaf.../

Daytime telephone number:

Email address:

Do you wish to receive your bills by email? YES [ ] NO [ ]

\*Not compulsory but 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: / /

### **Guidance Notes**

Class T exemption – An unoccupied annexe subject to a planning restriction.

An unoccupied dwelling which —

- (a) forms part of a single property which includes another dwelling; and
- (b) may not be let separately from that other dwelling without a breach of planning control within the meaning of section 171A of the Town and Country Planning Act 1990.

The exemption applies to annexes which although separately banded for Council Tax are unable to be let or sold separately due to restrictions placed on the premises by S171A of the Town and Country Planning Act 1990.

The exemption does not apply where there is no restriction on the letting of the property. The Council will require a claim in writing to be submitted together with details of the property and restrictions placed on it.