

CLAIM FOR COUNCIL TAX DISCOUNT OR EXEMPTION

London Borough of Barnet
Revenues Service
PO Box 2016
PERSHORE
WR10 9BH

Council Tax Reference:

Date:

☎: 020 8359 2608

✉: local.taxation@barnet.gov.uk

STUDENT

PLEASE COMPLETE IN BLOCK CAPITALS

1. Address of the dwelling

How many people aged over 18 live in the dwelling?

2. Person liable to pay Council Tax

Full Name:	
Address (if different to the above mentioned dwelling):	
	Postcode:
Person filling in this form (if different to the liable person):	
Full Name:	
Address (if different to the above mentioned dwelling):	
	Postcode:

3. The Student

Full Name							
Term Time Address:							
	Postcode:						
Telephone Number:							
Home Address							
	Postcode:						
Telephone Number							
Name of the student's educational establishment:							
Address:							
	Postcode:						
Telephone Number:							
Full title of student's course of study:							
Start date of the course	Day	Month	Year	End date of the course	Day	Month	Year
Number of hours of study per week: (including attendance at educational establishment)							

Please give the names of all the people aged 18 or over, who live in the dwelling as their main home and state whether or not they are students:

Title (Mr/Mrs/Miss/Ms)	Full Name	Date moved into the dwelling			Student YES or NO
		Day	Month	Year	

Explanatory Notes

The information given in this form will be used to decide if you are entitled to a Council Tax discount or exemption. Students are disregarded when counting the number of residents for discount purposes. An exemption may apply if all residents of a dwelling are students.

If there is more than one student living in the dwelling, please complete a separate form for each person.

In order to qualify a student must be :-

- Attending a university or college course which lasts for at least a year, takes at least 24 weeks a year and involves at least 21 hours of study per week during term time, **or**
- Under the age of 20 and studying for more than 3 months and at least 12 hours per week for any qualification up to A level, ONC or OND standard.

Evening classes or courses taken in connection with a person's job, such as day release, are **NOT** included.

IMPORTANT: A student certificate from the educational establishment must be sent with this form.

If you give false information deliberately you may be subject to a financial penalty.

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

Declaration

I declare that the information given in this form is correct to the best of my knowledge

Signed:

Full Name:

Date:

Telephone Number:

**When complete, please return this form to the address overleaf.
PLEASE MAKE SURE YOU HAVE ENCLOSED THE STUDENT CERTIFICATE.**

If you would like more advice about this form or any other Council Tax matter, please telephone our office on the number shown on the front of this form.

Barnet Council is committed to plain language. If there is anything in this document which you don't understand, please let us know.