

Council Tax Team
Torrige District Council
Riverbank House
Bideford
Devon EX39 2QG

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Office Hours (For Telephone Enquiries)
Mon - Thu 8.45 am to 5.00 pm
Friday 8.45 am to 4.45 pm

Account Ref:

Property Ref:

Council tax: Exemption application for students

Please read notes overleaf before completing this form.

When counting the number of residents in a property, for the purposes of discounts, Schedule 1 of the Local Government Finance Act 1992 states that a person who is a student may be disregarded. If, therefore, full time students only occupy a property, a council tax exemption may apply.

In order that we can consider an exemption for your property will you please complete the following:

Name of Student(s):		
Address of Student(s):		
Contact Details <i>(This will save time if there is a query)</i>	Telephone:	Mobile:
	E-mail:	
Names of all occupants over 18		
College attended:		
Course undertaken:		
Date course commenced:		Date course will end:

PLEASE PROVIDE PROOF AS DETAILED OVERLEAF

Date of Birth of Student:

I declare that the information on this form is correct, to the best of my knowledge.

Signature Date

WARNING: ANY PERSON WHO SUPPLIES FALSE INFORMATION MAY BE LIABLE TO PROSECUTION. YOU ALSO HAVE A LEGAL OBLIGATION TO INFORM TORRIDGE DISTRICT COUNCIL IF YOU HAVE A CHANGE OF CIRCUMSTANCES, WHICH WOULD AFFECT THE DISCOUNT.

NOTES

A student, as defined by the legislation is either:

1. A foreign language assistant, registered with the Central Bureau for Educational Visits and exchanges as a foreign language assistant and is a foreign language assistant at a school or other educational institution in Great Britain.
- or 2. A student undertaking a full time course, at a prescribed educational establishment (e.g. University, College, Theological College etc.). A full time course must be at least 1 academic year consisting of a minimum of 24 weeks, and at least 21 hours per week of study, tuition or work experience.
- or 3. A student undertaking a qualifying course, aged under 20, and not taking a course as above. A qualifying course must be at least 3 months, consisting of a minimum of 12 hours per week, and not a course of higher education or a correspondence course. The course must normally be between 8am and 5.30pm. (E.g. A level course, BTEC course, or further education courses – NOT evening classes).
N.B. Any course undertaken as part of employment is not a qualifying course.

PROOF REQUIRED:

STUDENT CERTIFICATION FROM YOUR COLLEGE CONFIRMING THE DURATION OF YOUR COURSE AND THE NUMBER OF HOURS PER WEEK YOU ARE EXPECTED TO STUDY.

FOREIGN LANGUAGE ASSISTANT – PROOF OF REGISTRATION.

Torridge District Council collects, stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – in relation to personal data

Substantial Public Interest – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torridge.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.