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## APPLICATION FOR A COUNCIL TAX EXEMPTION

Full name

Contact address

Full address and postcode of your property

Council tax account number

Please read the information contained in the document on our website entitled Council Tax Exemption to see if you qualify for a reduction in your council tax. If you meet the conditions for an exemption, please apply using this form. When completed please send it to the address at the top of the form. You must continue to pay your council tax as shown on your bill until you are informed that the exemption has been awarded.

Does anyone live in the property? YES/NO

If YES, please give the number of people aged 18 or over who usually live in the property

Full Name

Date of birth

Full Name

Date of birth

Please continue on a separate piece of paper if necessary.

Is the property FURNISHED or UNFURNISHED?

If it is unfurnished please confirm the date the furniture was removed

Is the property unoccupied because:

You have moved out

It is your second home

Your tenant has moved out

Other, please give details

What class of exemption are you applying for?

If you are unsure please give a brief explanation below why you are applying for an exemption.

What date are you claiming the exemption from?

We may need to visit your property before the exemption is given. Please ensure you write your telephone number on this form so an appointment can be made.

Tick here to confirm proof enclosed.

(please refer to Council Tax Exemption document.)

**DECLARATION (all applicants must complete this section)**

I wish to claim a discount and declare that the information given on the form is correct and complete to the best of my knowledge. I understand that I am obliged to inform the Council of any changes in the details given on this form.

**Signature**

**Date**

**Print Name**

**Contact telephone number**

**E-mail address**

**DISCLOSURE OF INFORMATION**

Thank you for the information you have provided on this form. The information provided will be used to assess your application for a discount. We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government departments and Local Authorities. We will not disclose information about you to anyone outside Hartlepool Borough Council nor use information about you for other purposes unless the law permits us to. Hartlepool Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, please do not hesitate to contact us.