

# Revenues & Benefits Services

## Council Tax

Application for Property Exemption –  
All Occupants Under 18

Please use black ink and block capital letters or typescript

### **Background**

A dwelling which is solely occupied by one or more persons under the age of 18 is exempt from liability for Council Tax (including Water and Waste Water charges). In order to claim an exemption, please complete this form, sign the Declaration on page 2 and email or post it to the address at the bottom of the page along with the appropriate supporting documentation.

### **Applicant Details**

Name		Council Tax Reference	
Property Address			

### **About the people in your home**

I consider exemption from Council Tax should apply from (insert date)

as the dwelling is solely occupied by persons under the age of 18 and I enclose documentary evidence in support of this application.

Please give details of all persons residing in the property (including the applicant named above) and indicate the evidence of age provided for each.

Name	Date of Birth	Type of Evidence		
		Birth Certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	Other <input type="checkbox"/> (please specify):
		Birth Certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	Other <input type="checkbox"/> (please specify):
		Birth Certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	Other <input type="checkbox"/> (please specify):
		Birth Certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	Other <input type="checkbox"/> (please specify):

Please give details of any adults (aged 18 or over) who have moved out in the last 12 months.

Name	Forwarding Address	Date Moved Out

Please read the Declaration, Data Protection Statement and sign the form before returning.

<b>Declaration</b>			
I confirm that the information on the form is true and correct. I undertake to inform Revenues & Benefits within 21 days of any change in circumstances. Failure to provide this information is an offence which may make me liable to an initial fine of £50 and £200 for each subsequent offence.			
Signature of Liable Person _____		Date _____	
Signature		Date	
Email Address		Daytime Telephone No.	

<b>Data Protection Act and General Data Protection Regulations (“GDPR”)</b>			
<p><i>East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Your information may be shared with other departments within East Dunbartonshire Council or other organisations for the purposes of administering and collecting council tax and applying relevant reductions, discounts and exemptions; checking the information we hold is accurate; preventing and/or detecting crime and protecting public funds. Other organisations may include bodies responsible for auditing or administering public funds or conducting data checks, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as credit reference agencies, service providers/contractors and/or partner bodies).</i></p> <p><i>For further information detailing how East Dunbartonshire holds and uses your information please refer to the privacy notice enclosed with this form. Details are also available on our website at: <a href="http://www.eastdunbarton.gov.uk/counciltax">http://www.eastdunbarton.gov.uk/counciltax</a></i></p>			

## Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council’s Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुप्राय करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।