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Please download and complete the form in BLOCK CAPITALS and in BLACK INK then send to:

Council Tax Section
Penallta House
Tredomen Park
Ystrad Mynach
Hengoed CF82 7PG

SECTION A - EXEMPT PROPERTIES	
<i>This applies to the following groups of properties. If you think you are entitled to an exemption please complete the section below, ticking the appropriate box.</i>	
Address of Property (for which exemption is being claimed)	Name and address of Owner of Property
_____	_____
_____	_____
<input type="checkbox"/> A *Unoccupied, uninhabitable, needing or undergoing structural repair/alteration period less than 12 months <input type="checkbox"/> A Unoccupied, less than 6 months since structural repairs completed or 12 months since property became vacant <input type="checkbox"/> B Unoccupied less than 6 months, owned by a charity and last used for charitable purposes <input type="checkbox"/> C Unoccupied and unfurnished less than 6 months <input type="checkbox"/> D Left unoccupied by persons detained in prison <input type="checkbox"/> E Left unoccupied by persons in long stay hospital nursing/care homes <input type="checkbox"/> F Unoccupied, awaiting probate, owner deceased <input type="checkbox"/> F Unoccupied, less than 6 months since probate granted <input type="checkbox"/> G Occupation prohibited by law <input type="checkbox"/> H Unoccupied and held for Minister of Religion <input type="checkbox"/> I Left unoccupied by persons receiving personal care elsewhere <input type="checkbox"/> J Left unoccupied by persons providing personal care elsewhere	<input type="checkbox"/> K Unoccupied, owner is a student elsewhere <input type="checkbox"/> L Unoccupied, property repossessed <input type="checkbox"/> M Halls of Residence <input type="checkbox"/> N Properties occupied solely by students <input type="checkbox"/> O Armed Forces Barracks <input type="checkbox"/> P Properties occupied by visiting forces <input type="checkbox"/> Q Unoccupied and held by trustee in bankruptcy <input type="checkbox"/> R Empty pitches and moorings <input type="checkbox"/> S Occupied only by persons under 18 years <input type="checkbox"/> T Unoccupied annexes <input type="checkbox"/> U Occupied only by severely mentally impaired persons <input type="checkbox"/> V Main home of diplomat <input type="checkbox"/> W Annex or similar accommodation occupied by a dependent relative
Please provide the date when the above circumstance began:- ____/____/____	
*N.B. CATEGORY 'A' EXEMPTIONS! Date structural repairs commenced (if applicable) ____/____/____ Date repairs completed (if applicable) ____/____/____	

SECTION B - DECLARATION - THIS DECLARATION <u>MUST</u> BE COMPLETED
I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorise the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of council tax by Caerphilly County Borough Council.
Signed: _____ Tel No: _____
Full Name: Mr/Mrs/Miss/Ms _____ Date: ____/____/____ <i>(Block Capitals)</i>
WARNING - GIVING FALSE INFORMATION CAN RESULT IN A PROSECUTION
Data Protection Act 1998 The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the Following purposes:
<ul style="list-style-type: none"> to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax. by authorised employees AND external bodies such as the Valuation Office Agency and Department for Works and Pensions, for the purpose of management, administration and collection of the Council Tax. data provided may be used by the Electoral Registration Officer for Electoral purposes.
We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.
You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 815588 or e-mail foi@caerphilly.gov.uk .

Correspondence may be in any language or format – *Gallwch ohedu mewn unrhyw iaith neu fformat*
www.caerphilly.gov.uk