



APPLICATION FOR COUNCIL TAX REDUCTION - STUDENTS

Thank you for your enquiry regarding a reduction in your Council Tax. Please fill in this form and return it immediately to: **Birmingham City Council, Resources Department, (Revenues and Benefits), P.O Box 5, Birmingham B4 7AB.**

A property in which all adult residents are students is exempt from Council Tax. This includes non-British Spog 72 2416.78 Tm [( ) TJ ET BT 1 0 0 1 216stu



Name and Address of the owner or agent of the property

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Are they the owner  or agent  **Please tick the appropriate box**

How many people aged 18 or over live in the property?

How many are students?  
(see notes 1 and 3)

Do each of the people listed below have a separate tenancy agreement? **Yes**  **No**   
(if Yes please enclose a signed copy of your tenancy agreement with this application)

Please provide the following details for all the people living in the property.

<b>Full Name of Student (see note 3)</b>	<b>Date tenancy Commenced</b>	<b>Tenancy end date</b>	<b>Name and Address of College/University/School</b>	<b>Date of Birth if under 20 years old</b>	<b>Full Title of</b>
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### Resident non-British Citizens

Please give details if a non-British resident is the spouse or a dependant of a full-time student.

**(Please provide a copy of the Visa, or document of entry to this Country)**

<b>Name of non-British Citizen</b>	<b>Date of Occupation of the property</b>	<b>If the non-British Citizen is the spouse or dependant of a student, please give name of student</b>	<b>Is the non-British Citizen prevented from working in this country? (answer yes or no)</b>	<b>Is the non- British citizen prevented from claiming benefits? (answer yes or no)</b>
1				
2				
3				
4				
5				

**Declaration**

The information given on this form is correct. I know I must tell you immediately about any change in my situation which might affect my reduction. If, as a result of a change in my situation, I receive too much reduction in my Council Tax bill I know I will have to repay the overpayment.

Please sign the form and give your daytime telephone number, as it may help us to deal with your application quickly.

Signature of applicant \_\_\_\_\_

Telephone Number \_\_\_\_\_      Email Address \_\_\_\_\_

If you have any difficulty in completing this form then please contact our Customer Services Team on 0121 303 1113. Lines are open from Monday to Friday **8am to 5pm** (except bank holidays). Alternatively, you can ring the Customer Services Team to make an appointment with your local Neighbourhood or Customer Service Centre.

**Help and Information For Visually Impaired**

Bills can be provided in Large print, Audiotape or Braille. Please contact our Customer Services Team on 0121 303 1113 to register for this service.

### **NOTE 1 - Helpful Information Relating To Council Tax Liability**

Council Tax will not apply to a dwelling where **ALL** adult residents are full-time students.

**Q** How does it affect the charge if there is one non-student resident?

**A** A 25% discount will be deducted from the total bill.

**Q** How does it affect the charge if there are two or more non-students resident?

**A** **NO** discount is applicable and the full Council tax charge is billed.

**Q** If I am a tenant, do I have to send the Council a signed copy of my tenancy agreement with this application?

**A** Yes, as this will assist in determining the liability for Council Tax.

**NB** A Council Tax bill can only be issued in a maximum of 2 names, if there are other residents in the property they are not excluded from liability for Council tax and must contribute their share.

From 1 April 2004 students will not be held jointly liable for Council Tax if there is someone else in the property who is not a





### **Note 3 - Additional Documents Required**

You must enclose an official Student Certificate (council tax) for each student listed on the claim form.  
Please note that students at Aston University, **Birmingham City University** and the University of Birmingham are not required to