

## Declaration

I declare that, to the best of my knowledge, the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given. If I am disregarded for council tax purposes, I undertake to inform you within 21 days of any change in circumstances affecting the amount of council tax payable.

Signature

Full Name

Date

Daytime  
phone no

Email



## HOW TO CONTACT US

- Phone:  01282 425011  
(9am-5pm Mon-Fri, Weds 10am-5pm)
- Visit:  Contact Burnley on Parker Lane  
(9am-5pm Mon-Fri, Weds 10am-5pm)
- Write:  Revenues and Benefits Service, Burnley Council,  
Parker Lane, Burnley, BB1 1 2DS
- Email:  [localtaxation@burnley.gov.uk](mailto:localtaxation@burnley.gov.uk)
- Website:  [www.burnley.gov.uk/counciltax](http://www.burnley.gov.uk/counciltax)

Revenues and Benefits is a customer focused service unit providing a professional and quality service that is flexible, positive and efficient. Our vision is to effectively communicate with all our customers. This will be achieved by the teamwork that is at the forefront of all our objectives.



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Phone/textphone (01282) 477114

# COUNCIL TAX REDUCTIONS



Burnley Council...  
working hard for you



For students

## DO STUDENTS HAVE TO PAY COUNCIL TAX?

No. Properties that are only occupied **solely** by students are exempt from council tax. If a property is occupied by people who are not students, they will be liable to pay the council tax and any students will be disregarded for council tax discounts purposes. For example, if a property is occupied by a student and a non-student, the non-student will be liable for the council tax but will be eligible for a 25% discount.

## HOW ARE YOU CLASSED AS A STUDENT FOR COUNCIL TAX?

To be classed as a student for council tax purposes, you must meet one of the criteria below:

- Undertaking a full time course of education where the course lasts for at least one academic or calendar year. The student is required to study for at least 21 hours per week for 24 weeks at a prescribed educational establishment, such as a university or college of further or higher education.
- Under the age of 20 and remaining in further education. The course must last for at least 3 months during which the student must study for more than 12 hours per week.

- A practising foreign language assistant.
- A student nurse in full time education.
- School or college leavers who left after 30<sup>th</sup> April of an academic year qualify as students until 1<sup>st</sup> November of the same year.

## I LIVE IN HALLS OF RESIDENCE. WILL I HAVE TO PAY COUNCIL TAX?

No. Halls of residence provided by a university or college are exempt from council tax.

## I AM A STUDENT FROM ABROAD AND MY PARTNER IS LIVING WITH ME. DO WE HAVE TO PAY COUNCIL TAX?

You will not have to pay council tax as you are a student. Your partner will have to pay council tax unless they are prevented by immigration regulations from taking paid employment or claiming benefits, in which case they will be exempt. You will be required to provide evidence of your status.

## HOW DO I APPLY FOR A REDUCTION?

You can write, email or phone us. Contact details are overleaf.

Once we have all the information we need, we will decide whether or not you qualify for the reduction and will calculate how much council tax you have to pay.

We will send you a new council tax bill if you qualify for the reduction. If we can't give you the reduction we will send you a letter explaining why.

We will let you know our decision as quickly as possible. Until then, you must continue to pay the instalments shown on your current bill.

## WHAT IF I DON'T AGREE WITH YOUR DECISION?

If we don't give you a reduction and you think that we should have, or if you think that we have given you the wrong amount of reduction, you can write to us and tell us why.

We will look at your application again and let you know our decision. If you are still not happy with this decision, you can appeal to the Valuation Tribunal.

The Valuation Tribunal is not part of the council. If you decide to appeal,

the tribunal will decide whether or not our decision was correct.

Even if you appeal, you must continue to pay the instalments on your current bill until a final decision is made.

## APPLICATION FOR A COUNCIL TAX REDUCTION FOR A STUDENT



	Full name and home address
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>

### Household Details

Name of residents of the property (18 years and Over)	Date occupied
<input type="text"/>	<input type="text"/>

Please provide an original certificate from the educational establishment that you are attending. The certificate must be issued by the Student Registration Officer and contain the following details:

- The student's full name
- The student's date of birth
- The name and address of the educational establishment where the student is studying
- Confirmation that the student is studying a full time course of education
- The start and end date of the course