

Department of Customer Services

Council Tax

Department 6, Britannia House,
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INVESTOR IN PEOPLE



FS36519

Council Tax Discounts

Taxpayers may qualify for a discount on their Council Tax bill because of the number of people who are living at the property (e.g., if there is only one resident in a property the taxpayer will receive a 25% discount).

Certain people are ignored when counting the number of people in a property. Full time students are one of the categories of people ignored. Properties occupied solely by full time students may be exempt from Council Tax. There are special arrangements for students when occupying a property with their spouse who is accompanying them from overseas.

Persons are classed as students if:

- a) they are undertaking a course of further or higher education at a college or university or
- b) they are aged 18 or 19 years and undertaking a course of further education or
- c) they are university based student nurses

If you feel you may be entitled to a Council Tax discount because some or all of the residents fall into one of these categories, please complete the enclosed form(s).

Once the student has started their course, they should then take the form to the Student Registry or Admissions Department at their educational establishment (not to their department or tutor) where the details will be verified in the relevant box on the form.

If the student is studying at either Leeds Trinity University College or the University of Leeds, then we may already have verification of their student status. If this is the case then you do not need to obtain the verification as described above. **You must however still complete parts 1 and 2 on the form and sign the declaration.**

The forms should then be returned to this office within 21 days in the prepaid envelope provided.

Overseas students and their spouses should bring their passports and visas to one of our enquiry offices with the completed form.

Should there be any difficulty completing the form, please do not hesitate to contact the telephone number above or any enquiry offices as listed overleaf.

Yours sincerely
Council Tax Disregard Section

bdirect – Customer Services Centre

Centenary Court
1 St. Blaise Way,
Bradford

located between the Midland Hotel and Forster Square station

Opening times
8.30 to 5.00 Monday to Friday

Bingley Council Shop

146 Main Street
Bingley

Opening times

Monday, Wednesday and Thursday 08.45 - 4.30
Tuesday 10.00 - 4.30
Friday 08.45 - 4.00

Shipley Town Hall

Kirkgate
Shipley

Opening times

Monday, Wednesday and Thursday 08.45 - 4.30
Tuesday 10.00 - 4.30
Friday 08.45 - 4.00

Keighley Town Hall

Bow Street
Keighley

Opening times

Monday - Thursday 08.45 - 4.30
Friday 08.45 - 4.00

Manningham One Stop Shop

Carlisle Road
Bradford

Opening times

Monday - Thursday 09.00 - 4.30 (Wednesday - Women only
09.00 - 11.00)
Friday 09.00 - 4.00

Full time students

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Telephone : (01274) 437715
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website : www.bradford.gov.uk

Please quote the account reference number:

Council Tax - Students

This form should be completed and signed by the person who is liable to pay Council Tax at the property shown. If there is more than one student resident in the property each student should complete a separate form. Students should only be included if they live in the property during term time. Students who live in the property only during vacations (even if it is the family home) should apply at their term-time address. If you are a foreign language assistant registered with the Education & Training Group of the British Council, then please complete part 1 of this form, sign the declaration and return it in the prepaid envelope along with a copy of your foreign language assistant certificate.

Part 1 - Please complete all the questions in this section

1. Name of student and title (eg, Mr, Mrs, Miss etc)
(Please input name of student again overleaf at top).

2. Full address of student

3. Date of birth of student

4. Is the student's parent/guardian still entitled to Child Benefit for the student?

Yes/No

5. If Yes, please give Child Benefit reference number and the date Child Benefit is expected to cease

Who lives in the household? A discount may be given where there is only one adult living in the property who is counted for Council Tax purposes, or where there are no adults living in the property who are counted for council tax purposes.

6. Are you the only adult resident? (aged 18 or over)

Yes/No

If no, please list below the people aged 18 or over who live at the address shown above. If you know that any of them are not counted for Council Tax purposes please give the reason.

Title	Name	Title	Name

Part 2 - Please complete all questions. Name of student:

1. Where is the student studying?

Bradford University Park Lane College Keighley Bradford College Shipley College

Other place of study (including school). Please give full name and address

2. If the student is at college or university please give their student number

3. Course details: please give full details of the course(s) that the student is studying

Course Title (eg maths, finance, peace studies etc)	Qualification (eg GCSE, BTEC general, BA etc)

4. Please give the exact start and finish dates of the entire course (not just the term or academic year)

Start Finish

5. How is the student enrolled with the school or college?

full time part time

6. Is the course part of the Training Credits Programme, or another Government training scheme?

Yes No

7. Is the course part of the student's employment (eg. does the employer give time off or pay tuition fees)?

Yes No

8. Is it an evening or distance learning course?

Yes No

Certification

This part of the form should be completed by the registration department at their school, college or university - not their course tutor

I certify that the information given on this form is correct and that the person named is registered as a full time student.

College stamp or authorisation

Declaration

I declare that the information given in this form is correct to the best of my knowledge. I understand that if I am allowed a discount, I must inform Bradford Council within 21 days of any change in the circumstances of my household which may affect that discount

Signed date

Your telephone number (in case we need to contact you about your application)

Data Protection: The information that you provide will be processed in accordance with the Data Protection Act 1998. However, the Council has a duty to protect public funds and may use certain Council Tax data in cross-system and cross-authority comparison checks for the prevention and detection of fraud. This may include, but is not limited to, matching Council Tax data with Electoral Registration and the residency records of other organisations. The Council may disclose relevant information to other Council departments where it is necessary and lawful to do so for the provision of services. We may also share information with other bodies responsible for auditing or administering public funds.

Please ensure that you have completed both parts of the form and return to the address at the front of this application.