

Durham County Council  
PO Box 238  
Stanley  
County Durham  
DH8 1FP

Tel: 03000 264 000  
On Line: [www.durham.gov.uk/counciltax](http://www.durham.gov.uk/counciltax)  
Email: [help@durham.gov.uk](mailto:help@durham.gov.uk)



Account Ref:  
CTDISCEXMT

14/01/2020

Dear

**Council Tax Registration & Student/Student Nurse  
Exemption/Discount Claim Form**

Durham County Council needs information about your address so that we can keep our records up to date. Please use this form to tell us who is living at your address and to claim an exemption or discount if any of you are students. (There are notes on the back of this form which explain more about the Student Exemption/Discount). Should you have any queries or wish to discuss this further please contact us.

- 1 a) Please write your address below if it is different to the address shown above:

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- 1 b) Please provide details of all the people that live at the address above and who are full time students.

STUDENT'S FULL NAME	COLLEGE OR UNIVERSITY ATTENDED	STUDENT NUMBER	DATE OF BIRTH	COURSE START DATE	COURSE END DATE

**PLEASE NOTE: A certificate to verify that you are a full time student must be supplied with this form**

**Resources**

Durham County Council, PO Box 238, Stanley, Co Durham, DH8 1FP  
Main Telephone 03000 26 0000  
Paul Darby  
Head of Finance & Transactional Services  
[www.durham.gov.uk](http://www.durham.gov.uk)

If anyone in the household over the age of 18 is not a student please provide their details in this table.

NON-STUDENT'S FULL NAME	DOES THIS PERSON CLAIM BENEFIT?			
	YES		NO	
	YES		NO	
	YES		NO	
	YES		NO	

1 c) Please give details of any Non-British Spouse who lives at this address:

What is the name of the Non-British spouse?

What date did this person move in?

Does this person hold a passport from a Country within the European Union? YES NO

If YES, Please give the name of the Country?

Do the terms of his/hers entry visa to the UK prevent this person from taking paid employment or from claiming benefits? YES NO

2 Please give the following details about the property shown in the box on the front of this form:

a) The name and address of the owner or landlord or the person who receives the rent:

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b) The start date of your tenancy agreement for the property:

c) The end date of your tenancy agreement for the property:

**Declaration**

I declare that the information given by me on this form is correct to the best of my knowledge and belief. I understand that failure to supply or giving false information is an offence for which a penalty may be imposed. I also understand that I must inform the Council Tax Section as soon as there is any change in the information.

<b>Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Telephone:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

**You must notify the Council immediately if there is a change in your circumstances, which may affect this information. Contact details are provided above.**

**Data Protection Act**

For information: In line with Data Protection law we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council Services or public organisations if they need it to carry out their duties.

## Notes

(This information about the Council Tax Law is a summary of the main points only. Further details can be supplied if necessary).

In Council Tax Law, 'student' means 'full-time student'. You must be enrolled with a 'prescribed educational establishment' and your course must be one of the following:

- a) A course which lasts at least one academic or calendar year and which requires you to undertake at least 21 hours per week of study, tuition or work experience,

Or:

- b) A course which is **not** higher education, which lasts for more than 3 calendar months and requires you to undertake more than 12 hours of study. (Please note: you must be under 20 if on this type of course).

- Foreign Language Assistant registered with the British Council.
- An exemption from Council Tax can only be granted if **all** the people living in a property are full-time students. If there is one person who is not a student, only a 25% discount can be granted. If there are 2 people who are not students, no discount can be granted at all.
- Where a full-time student has a spouse who is not a student but is a Non-British citizen with a visa, if the terms of that visa prevent the spouse from taking paid employment or claiming benefits, an exemption will still apply (as long as all the other residents are full-time students).

You can return this form by email to [counciltax@durham.gov.uk](mailto:counciltax@durham.gov.uk). If you do not have access to email, you can take the form to one of our Customer Access Points or can post it to the address shown above.