



Email: revenue@midsussex.gov.uk

01444 477564 (Phone calls may be recorded)

Website: www.midsussex.gov.uk/revsandbens

Mid Sussex District Council
Revenues & Benefits
PO Box 10607
Nottingham
NG6 6DU

Property Ref:

Issued To:

Address in respect of

Dear Sir/Madam

Account Ref: (please complete)

COUNCIL TAX – Exemption Review
Class K – Property left unoccupied by a full-time student

We are currently reviewing our records, which show that the above property is receiving a reduction in Council Tax.

It is an audit requirement that we review this reduction each year.

In order to ensure our records are correct and for the reduction to continue, please complete the information overleaf and return within 21 days of the issue date of this letter to either the above address or email us at ctaxreviews@midsussex.gov.uk

You can also go online to update our records: www.midsussex.gov.uk/mdc-council-tax-review
Please ensure that you carefully type the web address into your internet browser as this link will not work if you type into Google.

Failure to respond to this request will result in the Class K exemption being ceased. This will take effect from 1st April of the current tax year.

Should you require further information about this review or the exemption, please visit our website or contact the Revenues Department, the details of which you will find at the top of this letter.

Yours faithfully

Mr K Stewart
Business Unit Leader for Revenues and Benefits

Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at <https://www.midsussex.gov.uk/about-us/privacy-notice/> for further details.



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Account Ref: (please complete)

In order to ensure our records are correct and for the exemption to continue, please confirm the following:

Are you still a full time Student? YES / NO

1) If YES, please provide a copy of your student certificate or documentation to confirm your current full-time student status alongside this exemption review form. This will be required for the current academic year.

If NO, please advise of the date when the full-time student status ended

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2) Is the property in question still unoccupied? YES/NO

If NO, please advise what has changed (for example, if the property is now occupied by a tenant or if the person named overleaf has moved back in) and the effective date of the change.

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3) Is the property still owned by the person named overleaf? YES/NO

If NO, please advise the name of the new owner/s and the date of completion

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Please note – if any of the questions above have been answered as ‘No’, this will result in the exemption being removed. Notification of this will be issued under separate cover in due course.

Please sign and date to confirm the above.

DECLARATION

I declare that the information given on this form is complete and accurate to the best of my knowledge

Please remember that if you give false information, you may be prosecuted.

In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations that handle public funds.

Signature:..... Date:.....

Full name (BLOCK CAPITALS):.....

Telephone number..... Email:.....

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