



Email: [revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)

01444 477564 (Phone calls may be recorded)

Website: [www.midsussex.gov.uk/revsandbens](http://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 S – Property occupied solely by under eighteen-year olds**

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](mailto:ctaxreviews@midsussex.gov.uk)

You can also go online to update our records: [www.midsussex.gov.uk/mdc-council-tax-review](http://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 S exemption being ceased. This will take effect from 1<sup>st</sup> 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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Please answer the questions below to the best of your knowledge. Any sections which are not applicable please mark as N/A.

Please confirm if the property remains occupied solely by under eighteen year olds. \*YES/NO

If NO, please confirm the following:

1. If the property is now occupied by a new resident, please confirm the full name/s of person/s occupying the property and the date this came into effect.

.....

2. If the property has now been sold, please confirm full name/s of the new owner/s and date of completion.

.....

3. If the property is now unoccupied, please confirm the date this came into effect.

.....

***Please note, if questions 1 - 3 have been completed this will result in the exemption being removed from the date provided. Please refer to our website if you require further information regarding exemptions (reduction only applicable if property meets criteria for Council Tax purposes).***

.....

\*Delete as appropriate

Please sign and date the declaration to confirm the details 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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