

Daytime telephone number:

Email address:

Do you wish to receive your bills by email? YES [] NO []

*Not compulsory but may help if we have any queries.

DECLARATION: I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED

Full name:

Signed:

Date: / /

Guidance Notes

Class E exemption – A property left unoccupied by persons who are in a hospital, nursing home or in a residential care home.

Any dwelling:

- Which are unoccupied and
- Which were previously occupied by the owner(s) or tenant as their sole or main residence and
- Where the owner(s) or tenant(s) are now have their sole or main residence in a hospital or care home

In the above instances Owner means the Freeholder or Leaseholder. In the case of a tenant, the tenancy must be for at least 6 months.

This exemption does not include people who spend short periods in hospital or nursing/care homes and intend to return to their original home address.

A care home must be providing care and / or treatment on the premises and must be:

- Residential Care Home – registered under the Registered Homes Act 1984 or National Assistance Act 1948 or run by the Abbeyfield Society or
- Mental Nursing Home – registered under the Registered Homes Act 1984 or
- Nursing Home – registered under the Registered Homes Act 1984b

The exemption starts on the day that the premises become unoccupied due to the person residing in the hospital or home. The exemption will last for as long as the conditions are met.

The Council will also need to know if anything happens which means that the property is no longer exempt. Such changes may include:

- Someone else moving into the premises
- Returning to the premises from hospital / home
- The premises being sold or let