



RUNNYMEDE BOROUGH COUNCIL

Civic Offices
Station Road
Addlestone
Surrey
KT15 2AH

TEL: (01932) 838383

DX46350 ADDLESTONE
FAX (01932) 838384

S.R. CAWTHORNE B.A., C.P.F.A.

Director of Finance

REDUCTION OF COUNCIL TAX RESIDENT UNDER 20 AND STILL AT SCHOOL

To apply for a reduction please read the following notes, then complete the questions on the next page and return this form to the Council Tax Office at the above address. If you have any queries please ring the Council Tax Manager directly on 01932 425417.

A person may be disregarded for Council Tax purposes during the period when:

(a) Child Benefit is being claimed or could be claimed for that person.

or

(b) that person is aged under 20 and is undertaking a full time course of education.
This may be up to "A" level or equivalent (e.g. GCSE, "A" LEVEL, B.TEC, OND. etc)

The following courses are typical of those which do NOT qualify - HND, Diplomas and YTS Courses.

If you require further information or assistance please do not hesitate to contact me.

On receipt of your completed form you will be notified if your application has been successful.

Thank you for your application.



RUNNYMEDE BOROUGH COUNCIL

Civic Offices
Station Road
Addlestone
Surrey
KT15 2AH

TEL: (01932) 838383

DX46350 ADDLESTONE
FAX (01932) 838384

S.R. CAWTHORNE B.A., C.P.F.A.
Director of Finance

Full Name: _____
of person at school / college

Address _____

Date of Birth: _____

Is Child Benefit being claimed
or could it be claimed? Yes No

If yes, please state Child
Benefit Number _____

Name of School/College: _____

Details of Course of Education
being taken: _____

Is the course full time?
(i.e. over 21 hours per week and, 24 weeks per year) Yes No

Date this course started: _____

Expected last day of final term: _____

Number of occupants over 18 years of age residing in the property: _____

DECLARATION: To be signed by the parent/guardian of the person named above.

I declare that the information given above is true and accurate to the best of my knowledge and belief.

Signed: _____ **Date:** _____

Relationship to applicant: _____

YOU MUST NOTIFY ME IMMEDIATELY IF ANY OF THE ABOVE DETAILS CHANGE.