

Students and council tax

Union Advice Centre

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University of East Anglia
Norwich
NR4 7TJ

Open:

Monday - Friday 9am - 5pm except Wednesday
11am - 5pm

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ueastudent.com/advice

HOUSING ADVICE

Council Tax is a charge made on dwellings not people and the cost depends on the area. The amount is set by the local authority and is intended to cover the cost of local public services. Each dwelling is put in one of eight council tax bands, depending on its value. The council tax year runs from April to March and dwellings are billed for the whole yearly amount, but it is usually paid in 10 monthly instalments.

For the current Council Tax bands for Norwich log on to www.norwich.gov.uk

Exemptions

Certain dwellings are exempt from Council Tax, including university owned residences. Full-time students in approved university accommodation will not be charged.

In the private rented sector, if all the occupants are full-time students, the dwelling will be exempt. Students living off campus will need to prove to the Council Tax Office that they are exempt. All full-time students are issued with a Council Tax exemption certificate at registration, irrespective of their address.

You must send a copy of your Council Tax exemption certificate together with your term time address to the relevant local authority. If you send the original certificate please keep a copy as you will need it for the following academic year.

If you live within the Norwich City Council area you can collect a pre-paid envelope from the Union Advice Centre.

It is important to note that you will only be exempt from Council Tax between the dates given on your Exemption Certificate. This means if you have completed an undergraduate degree in June and will be starting a postgraduate course in September that you will not be exempt from Council Tax over the summer period.

Postgraduate students who are classed as 'Registration Only' may be exempt if the property in question is in the Norwich City Council local authority area. You will need to request a letter

from your Faculty Research office.

If anyone other than a full-time student is living in the property, a charge will be incurred. The two following situations are exceptions:

- When the other occupants are exempted school and college leavers
- When the other occupant is the spouse of a full-time student who has entered the UK on a visa which does not permit them to work or claim benefits.

In counting the number of people in the property students are invisible. If there is one other person in the property who is not a student, they will be eligible for a single person discount, which is a 25% reduction of the full Council Tax bill.

Students studying at UEA for less than 24 weeks are not always considered to be full-time students and so will not be issued with a Council Tax exemption certificate by UEA. They may be liable for Council Tax. If you are in this position please make an appointment to see an Advice Worker. However, single semester Erasmus students living in the Norwich City Council area are exempt.

Part-time students are not exempt, although some may be entitled to help with their Council Tax payments. (See our leaflet "Students, Housing Benefit and Council Tax Benefit".)

Tenants living in a House of Multiple Occupation (HMO) are not directly responsible for paying the Council Tax bill. The non-resident landlord is liable, but they may pass on any cost in the rent. Please note that the definition of HMO used for Council Tax purposes is different to the definition of HMO used for safety requirements or licensing of properties.

If you live with the landlord, they have full liability for Council Tax but, again this may be included in the amount of rent they charge.

Some Examples

3 full-time students All invisible, the dwelling is exempt, the household receives a bill for £0.

2 full-time students, one full-time worker

Full-time students are 'invisible', so the property appears to have one occupant who is entitled to the single persons' discount of 25%. The dwelling receives a bill for 75% of the full council tax charge, for which only the worker is liable.

2 full-time students and 2 part-time students with part-time jobs

Only two people appear as visible for the purpose of calculating the bill. There is no single persons' discount so the dwelling attracts a 100% bill, for which only the part-time students with jobs are liable.

Intercalation

Students are still exempt during their intercalation period.

If you are unsure about where you stand in relation to Council Tax charges, or would like any further information, please make an appointment to see an Advice Worker in the Union Advice Centre.

Council Tax Office Address:

Council Tax Department,
Norwich City Council,
City Hall,
Norwich.
NR2 1NH.

Tel: 0844 980 3333

Fax: 01603 212905

Email: revenues@norwich.gov.uk

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