

# Application for Refund of Council Tax or Non Domestic Rates



Please complete, scan and e-mail to:  
[counciltax@valeofglamorgan.gov.uk](mailto:counciltax@valeofglamorgan.gov.uk)

Or alternatively post your application to:  
Revenues Section  
Vale of Glamorgan Council  
Civic Offices  
Holton Road  
Barry  
CF63 4RU

## Council Tax or Non-Domestic Rates Account Information

Council Tax or Non Domestic Rates Account Reference	
Address <i>(including postcode)</i>	
Refund amount	
Name(s) on account	

## Reason for refund request

I/We hereby declare that I/we vacated, and ceased to have any liability for Council Tax or Non-Domestic Rates in respect of the above property on \_\_\_\_\_ *(insert date)*.

**OR**

I/We claim a refund of Council Tax or Non-Domestic Rates overpaid by me/us on the following grounds:

\_\_\_\_\_  
\_\_\_\_\_ *(insert reason for refund)*

## Refunds for executors

Please note you must provide a copy of the will, grant of probate or letter of administration to confirm you are one of the executors of the estate in order to apply for a refund. Please indicate which evidence has been included with your application for a refund:

Copy of the will	
Copy of grant of probate	

Copy of letter of administration	
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Refunds for executor accounts will only be issued on receipt of one the evidence documents above. Failure to provide this evidence will result in the refund being withheld.

## Authorisation

All persons named on the account must sign the following authorisation:

Signature of applicant 1	
Full Name	
Date	

Signature of applicant 2 (if applicable)	
Full Name	
Date	

Signature of applicant 3 (if applicable)	
Full Name	
Date	

Signature of applicant 4 (if applicable)	
Full Name	
Date	

## Contact information

Name of person completing this form	
Contact telephone number	
Contact e-mail address	

## BACs details

Sort code	
Account No	
Name on Account	

## Declaration

The information provided by you to request a Council Tax or Non-Domestic Rates refund is being provided on the basis that you are making a truthful declaration that the information you provide is accurate. You are also confirming you understand that it is a criminal offence to claim/receive a refund to which you are not entitled to. You are also authorising the Council to undertake any inspection or checks to verify the details of this application.

## General Data Protection Regulation (GDPR)

The information provided on this form will be treated as confidential and will be processed and analysed on a computer system which is registered under the requirements of the Regulations. It will be used only:

- To establish any Council Tax or Non-Domestic Rates refunds
- By authorised employees and registered external bodies (Valuation Office Agency and Benefits Agency) and
- To provide for management, administration and collection of Council Tax or Non Domestic Rates

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.