



## APPLICATION FOR A CERTIFICATE OF EXEMPTION FOR NPPR PRINCIPAL PRIVATE RESIDENCE

PLEASE COMPLETE ALL BLUE PANELS IN BLOCK CAPITALS.

Address of property  
for exemption:

Eircode:

Select the years that the Certificate of Exemption is being sought:

31<sup>st</sup> March 2010  31<sup>st</sup> March 2011  31<sup>st</sup> March 2012  31<sup>st</sup> March 2013

### OWNER DETAILS

Name(s):

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Current Address:


Telephone No.:

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Email Address:

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I/we confirm that the above property was my/our Principal Private Residence and was my/our only Principal Private Residence on the selected liability dates. I/we attach proofs to support this declaration for each liability year for which the exemption is requested. I/we give permission for my/our personal information to be processed for the purpose stated below \* :

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\* In order for us to process the personal data you have provided we require you to provide your consent. By ticking this box you consent to us processing the personal data provided by you in line with the terms of our Privacy Policy available at <https://www.corkcoco.ie/Privacy-Policy> or in hardcopy from our offices at County Hall, Carrigrohane Road, Cork, Ireland and to having your information processed for the following purposes: **ISSUING OF CERTIFICATE OF EXEMPTION**

## **PROPERTY WHICH IS THE OWNER'S PRINCIPAL PRIVATE RESIDENCE**

If you determine that you are not liable for the NPPR charge because the property is your principal private residence, it is your responsibility to prove this and you are strongly recommended to keep on file documentary evidence in support of your claim.

Please note that if you are claiming this property is your principal private residence, you should ensure that this information does not conflict with the principal private residence you declared to the Revenue Commissioners. The Revenue Commissioners require that a married couple nominate one property as their principal private residence.

### **OPTIONS FOR SUBMITTING PROOFS OF RESIDENCE**

**OPTION A:** 2. no proofs of principal private residence at the above address for first year of the claim **and**  
2. no proofs of same for last year of the claim  
*Documentary evidence submitted must be from at least two different sources*

**OPTION B:** 1. no. proof of principal private residence at the above address for **every** year of the claim  
*Documentary evidence submitted must be from at least two different sources*

**OPTION C:** a letter from the Cork County Council confirming that the owner's address for 2010-2013 on the Register of Electors was the above **and**  
1. no. proof of principal private residence at the above address for any year of the claim

**OPTION D:** a letter from the property owner(s)' G.P. confirming that his/her/their address for 2010-2013 on the G.P. practice records was the above OR a letter from his/her/their Bank / Credit Union confirming that his/her/their address for 2010-2013 on the Bank's / Credit Union's records was the above **and**  
1. no. proof of principal private residence at the above address for any year of the claim

**Proofs of principal private residence should clearly show the owner(s)' name, address and date of issue. Documentary evidence includes:**

- **Utility Bills**
- **Social Welfare or employment correspondences**
- **Motor Tax Renewal address**
- **Bank Statements**  
*(Please note that the 'date of issue' is considered; not transaction dates)*
- **Revenue Commissioner correspondence**  
*(Please note that the 'date of issue' is considered; not the tax year mentioned on documents)*
- **Driver's Licence**  
*(Showing 'date of issue' between 2010 and 2013 incl.)*

**Please return this fully completed form with proofs/documentary evidence to:  
NPPR Unit, Cork County Council, Floor 1, County Hall, Cork  
or by email to: [nppr@corkcoco.ie](mailto:nppr@corkcoco.ie)**

**PLEASE ENSURE SCANNED COPIES OF DOCUMENTS ARE CLEAR AND FULLY LEGIBLE**

**Cork County Council takes your privacy seriously and will keep your personal information confidential and will only use it when necessary. You have the right to withdraw your consent at any time by contacting:**

**[NPPR Unit, Cork County Council, Floor 1, County Hall, Carrigrohane Road, Cork](#)  
Tel: 021 4276891**

**Email: [nppr@corkcoco.ie](mailto:nppr@corkcoco.ie)**

**Office Opening Hours: Monday – Friday, 9am – 4pm**