



## APPLICATION FOR A CERTIFICATE OF EXEMPTION FOR NPPR

### PRINCIPAL PRIVATE RESIDENCE

PLEASE COMPLETE ALL BLUE PANELS IN BLOCK CAPITALS.

Name of owner(s)  
during the liability period:

Address of property  
for exemption:

  
  
  
Eircode:

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

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

#### DETAILS OF WHERE THE CERTIFICATE SHOULD BE ISSUED TO

Name:

Address:

  
  

Telephone No.:

Email Address:

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 must submit documentary evidence in support of your claim.

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

**OPTION A:** 2. no proofs of principal private residence at the above address for each year of the claim

*Documentary evidence submitted must be from at least two different sources*

**OPTION B:** a letter from the Cork County Council confirming that the owner's address for 2012-2013 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 C:** a letter from the property owner(s)' G.P. confirming that his/her/their address for 2012-2013 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 2012-2013 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

**OPTION D:** **TWO of any of the following documents**

- a letter from the Cork County Council confirming that the owner's address for 2012-2013 on the Register of Electors was the above
- a letter from the property owner's G.P. confirming that his/her/their address for 2012-2013 on the G.P. practice records was the above
- a letter from the property owner's Bank / Credit Union confirming that his/her/their address for 2012-2013 on the Bank's / Credit Union's records was the above
- a letter from the property owner's employer confirming that his/her/their address for 2012-2013 on the company's records was the above

**Proofs of principal private residence should clearly show the owner(s)' name, address and date of issue. Documentary evidence includes (but is not limited to):**

- **Utility Bills**
- **Social Welfare or employment correspondences**
- **Motor Tax Renewal documents**
- **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 2012 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)

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

**PLEASE DO NOT SUBMIT APPLICATIONS BY MORE THAN ONE METHOD**

**i.e. Do not submit by email AND by post**

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

**PHOTOGRAPHS OF APPLICATION FORMS / DOCUMENTATION WILL NOT BE ACCEPTED**