



## APPLICATION FOR A CERTIFICATE OF EXEMPTION FOR NPPR

### GRANNY FLAT

PLEASE COMPLETE ALL PINK PANELS IN BLOCK CAPITALS

Address of property for exemption:

Eircode:	<b>OR</b> Folio Number:

Name of Occupier during the liability period:


Relationship to Owner:

Select the years that the Certificate of Exemption (Granny Flat) is being sought:

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

Please tick YES or NO for the following statements:

	YES	NO
1. The above property is located within 2km of the owner's principal private residence:	<input type="checkbox"/>	<input type="checkbox"/>
2. This accommodation was occupied free of rent during the liability period selected:	<input type="checkbox"/>	<input type="checkbox"/>
3. The above property was the occupier's sole residence during the liability period selected:	<input type="checkbox"/>	<input type="checkbox"/>
4. I / we have a relative who was resident at the above property during the liability period selected:	<input type="checkbox"/>	<input type="checkbox"/>
5. I am / we are the legal guardian(s) of the occupier of the above residence:	<input type="checkbox"/>	<input type="checkbox"/>
6. In the case of the occupant being a ward of court, I am / we are 'the committee' of the occupant:	<input type="checkbox"/>	<input type="checkbox"/>

#### OWNER DETAILS

Name(s):

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Owner's Address:


Eircode:

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Telephone No.:

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Email Address:

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## DOCUMENTATION CHECKLIST

- Site location map to scale showing the exact location of both properties.
- Full front elevation view colour photograph of both properties.
- Confirmation of owner(s) of property for which you are claiming exemption (copy of title or letter from Solicitor required to confirm this).
- Written confirmation from the owners that the property was occupied by a relative (must state relationship) rent free in the house and the dates of same.
- Written confirmation from the occupier that they resided rent free in the house and the dates of same.
- Proof of owner's residence **for each year of the claim.**
- Proof of relative's residence at the property on which you are claiming exemption **for each year of the claim.**

Proofs of principal private residence should be from at least two sources and 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 documents**
- **Bank Statements** (*Please note that the 'date of issue' is considered; not transaction dates*)
- **Revenue Commissioner correspondence** (*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.*)
- **Franchise Letter:** a letter from the Cork County Council confirming that the owner's / occupier's address for 2012-2013 on the Register of Electors
- **Other Letters:** a letter from the owner's / occupier's G.P. confirming their address for 2012-2013 on the G.P. practice records **OR** a letter from owner's / occupier's Bank / Credit Union confirming their address for 2012-2013 on the Bank's / Credit Union's records

I/we confirm that the above property was the above-named occupier's Principal Private Residence and was their 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.

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: **GRANNY FLAT EXEMPTION APPLICATION**

I give permission for my personal information to be processed for the purpose stated above:

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

Please return this fully completed form with all documentary evidence to:  
NPPR Unit, Cork County Council, Floor 1, County Hall, Cork T12 R2NC  
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 post**

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

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