



Council Tax  
Exemption Application Form:  
Property Incapable of Habitation

Data Protection – We are asking for the following information in accordance with the provisions of the Local Government Finance Act 1992 and Council Tax (Administration and Enforcement) (Scotland) Regulations 1992. We will use this information to help us determine your liability for, and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, contact council tax on 01475 712961 or see

[www.inverclyde.gov.uk/council-and-government/national-fraud-initiative](http://www.inverclyde.gov.uk/council-and-government/national-fraud-initiative)

We will not give information to anyone else, or use information about you for other purposes, unless the law allows us to. For further information see [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

#### Details of the person making the application

	<u>Title</u>	<u>Forename</u>	<u>Surname</u>	<u>Date of Birth (optional)</u>
1) Your details	_____	_____	_____	_____
2) Your current address	_____			
3) Contact telephone number	_____			
4) E-mail address	_____			

#### Details about the property

1) Address of property	_____
2) Council tax reference number	_____
3) Exemption start date	_____
4) Exemption end date	_____
5) Exemption category you are applying for (see reverse of form)	_____

#### Declaration – All applicants must complete this section

The information I have given is true and accurate and I undertake to inform you immediately if my circumstances change. I understand that if I give false information I may be liable for a fine of up to £200. I understand that a representative of Inverclyde Council may inspect the property at any time during the period of the claim.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please note, only the person liable to pay the council tax or their authorised agent should sign this form.  
(If acting as the agent of the tax payer, please provide evidence of your authority to act on their behalf)

## Notes for completion of the exemption application form

These notes are provided to assist you in the completion of the exemption application form and also to indicate the information you must provide before your application can be processed.

### **Exemption Categories: Property Incapable of Habitation**

- a) The property is incapable of habitation due to major repair work or structural alteration. Exemption applies for a maximum of 12 months since the last day of occupation or 6 months after the work is substantially completed.

Documentary evidence is required - examples of evidence would be internal photographs of each room and quotation of work from the builder.

- b) Occupation prohibited by law or kept unoccupied by reason of action taken by powers conferred by or under any act of parliament, with a view to prohibiting its occupation or to acquiring it (subject to closing, demolition or compulsory purchase order).

Documentary evidence is required – examples of evidence would be a copy of the closing order, or a copy of any other legal document confirming position.

All communications to be addressed to Revenues Services, Inverclyde Council, P O Box 9467, Greenock. PA15 1JD

Telephone: 01475-712961

E-Mail: [council.tax@inverclyde.gov.uk](mailto:council.tax@inverclyde.gov.uk)

Website: [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)