



Council Tax
Exemption Application:
Unoccupied/Unfurnished

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

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

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1992 (as amended), a dwelling house may be exempt from Council Tax (including the water charge). This application form is for the category of a new or existing house which is unoccupied & unfurnished and carries a maximum exemption period of six months per property per empty period. If you are a new owner and exemption has been awarded for a period immediately prior to your ownership you may be entitled to less than 6 months exemption.

Details of person making the application

	Title	Forename	Surname
1) Your Details	_____	_____	_____
2) Current/Main Address	_____	_____	_____
3) Postcode	_____	_____	_____
4) Daytime Telephone number	_____	_____	_____
5) E Mail Address	_____	_____	_____
6) Council Tax Reference	_____	_____	_____

Details of the unoccupied house

7) Address of Empty property	_____
8) Council Tax Reference Number	_____
9) Date you want the Exemption to start from	_____
10) Date you want the Exemption to end	_____
11) Is property furnished	YES/NO (<i>delete as appropriate</i>)
12) If NO, date property became unfurnished	_____

Documentary evidence

All application forms must be supported by at least two types of documentary evidence that prove that the property was unoccupied and unfurnished. Examples of acceptable evidence would be internal photographs of each room in property, gas or electricity bills showing nil or negligible consumption, removal schedule from professional moving company

Declaration

The information I have given is a true and accurate and I undertake to inform Inverclyde Council immediately if my circumstances change. I understand that if I give false information I may be able for a fine of up to £200

Signed _____ Date _____