

**Council Tax  
Unoccupied / Unfurnished Property  
Exemption Application Form**



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. Should you require further assistance please contact Revenues and Benefits on 01475 712961.

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

Council Tax account no: .....

**Person making the application**

Name .....

Main Address .....

Home Telephone Number.....

Mobile Number .....

Post Code.....

Email Address .....

**Details of the Unoccupied Property**

Council Tax Reference .....

Is Property Furnished? YES / NO .....

Address .....

If NO, date property became unfurnished.....

Date you want to Exemption to start .....

Post Code .....

Date you want Exemption to end .....

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. To be considered unfurnished, a property requires to be devoid of all moveable items. White goods (fixed or built in), carpets, curtains and window blinds are not considered to be items of furniture.

Completed forms should be returned to: Revenue Services, Inverclyde Council, PO Box 9467, Greenock, Inverclyde, PA15 1JD or emailed to: [council.tax @inverclyde.gov.uk](mailto:council.tax@inverclyde.gov.uk)

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 .....

Dated .....

**Data Protection** – We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. 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. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administrating public funds. We will not give information to anyone else, or use information about you for other purposes, unless the law allows us to.