

# COUNCIL TAX



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## TRANSLATION SERVICES

The content of this publication, or sections of it, can be made available in alternative formats or translated into other community languages. Please contact the Council's ACCESSLine on 08452 777 778 for further information or email [accessline@angus.gov.uk](mailto:accessline@angus.gov.uk)

If you require any help completing this form please contact the address or telephone number given above

## PROPERTY EXEMPTION APPLICATION FORM UNOCCUPIED PROPERTY – REPAIRS/IMPROVEMENTS/RECONSTRUCTION

This application should be completed in black ink by the person liable to pay Council Tax for the relevant property or an agent acting on his/her behalf. Please complete Section A or B as required and provide further details if necessary. The application form must be signed at Section C and returned to the above office as soon as possible.

Name of Liable Person \_\_\_\_\_

Agent's Name \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Tel. No. \_\_\_\_\_

Daytime Tel No. \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Address of the property for which you are claiming exemption (if different from above) \_\_\_\_\_

\_\_\_\_\_ Account No. \_\_\_\_\_

### SECTION A - UNOCCUPIED PROPERTY CURRENTLY UNDER RECONSTRUCTION

1. Is the property currently undergoing structural repairs, improvements or reconstruction?

Yes

No

If yes, please give the date the property was last occupied

\_\_\_\_/\_\_\_\_/\_\_\_\_

Please give the date that the repairs commenced

\_\_\_\_/\_\_\_\_/\_\_\_\_

Please provide full details of the repairs, improvements or reconstruction being done

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Have you applied for a Building Warrant, Planning Permission or a Home Improvement Grant?

Yes

No

If yes, please state which of the above has been applied for and date of application

\_\_\_\_\_ / \_\_\_\_/\_\_\_\_

\_\_\_\_\_ / \_\_\_\_/\_\_\_\_

\_\_\_\_\_ / \_\_\_\_/\_\_\_\_

**SECTION B - UNOCCUPIED PROPERTY PREVIOUSLY UNDER RECONSTRUCTION**

1. **Has the property previously undergone repairs/reconstruction?** Yes  No

If yes, please give date of completion \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please provide full details of the repairs/reconstruction previously done  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Did you apply for a Building Warrant, Planning Permission or a Home Improvement Grant?**

If yes, please state which of the above you applied for and the date of application  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

3. **Is the property now occupied?** Yes  No

If yes, please provide the name(s) of the occupiers \_\_\_\_\_  
and the date of occupation \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

If unoccupied, please give the date the property was last occupied \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**N.B. YOU SHOULD SUPPLY A COPY OF ANY RELEVANT DOCUMENTATION TO SUPPORT YOUR APPLICATION**

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**SECTION C**

The information you have provided on this form and from any supporting evidence will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) in order to process the requested Council Tax Property Exemption. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

You have the right to request access to personal information that the Council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the Head of Law and Administration on (01307) 461460 or email [LAWADMIN@angus.gov.uk](mailto:LAWADMIN@angus.gov.uk).

**Declaration**

I declare that the information given in this application is to the best of my knowledge correct and undertake to notify you immediately if the circumstances of the property change. I authorise Angus Council to use my information for the above purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**N.B.**

**YOU MAY BE LIABLE TO A £50 PENALTY IF YOU TRY TO OBTAIN COUNCIL TAX EXEMPTION FOR YOURSELF OR ANYONE ELSE DISHONESTLY.**

**IN CERTAIN CIRCUMSTANCES AN OFFICER OF THE COUNCIL MAY CONTACT YOU WITH A VIEW TO ARRANGING A VISIT TO THE PROPERTY.**

**THIS APPLICATION FORM REFERS TO PROPERTIES TO WHICH THE ABOVE CATEGORIES RELATE ONLY.**

**IF YOU REQUIRE AN ALTERNATIVE EXEMPTION APPLICATION FORM, PLEASE CONTACT THE ADDRESS OR TELEPHONE NUMBER GIVEN OVERLEAF.**