

# 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

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 by ticking the appropriate Yes or No box and provide further details, where required. The application form must be signed at Section B 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. \_\_\_\_\_

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

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

### SECTION A - UNOCCUPIED PROPERTY

1. Is the property unoccupied? Yes  No  If yes, please give date property became unoccupied \_\_\_\_/\_\_\_\_/\_\_\_\_
2. Is the property unfurnished? Yes  No  If yes, please give date property became unfurnished \_\_\_\_/\_\_\_\_/\_\_\_\_

If partially furnished, please give brief details of contents \_\_\_\_\_

3. Is the property situated on land used for agricultural purposes Yes  No

If yes, was the last use and occupation of the property in connection with agriculture? Yes  No

If yes, please give the name(s) of the last occupier(s) \_\_\_\_\_ and nature of occupancy (ie Farm worker, Estate manager etc) \_\_\_\_\_

If yes, please give date property became unfurnished

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

4. Is the property subject to a Closing, Demolition or Dangerous Building Order? Yes  No

If yes, please state which order applies \_\_\_\_\_

Please give the date the order commenced \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Has the property become unoccupied due to the death of the previous liable person? Yes  No

If yes, please give the name of deceased and date of death \_\_\_\_\_

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

Has an Executor been appointed to administer the Estate? Yes  No

If yes, please give date appointed \_\_\_\_/\_\_\_\_/\_\_\_\_ Please give name and address of Executor \_\_\_\_\_

6. Is the Council Tax liable to be paid by a Registered Charity? Yes  No

If yes, please give name and address of the charity concerned \_\_\_\_\_

7. Is the property held by a Religious Body for the purpose of being available for occupation by a Minister of Religion? Yes  No

If yes, please give name and address of the Religious Body concerned \_\_\_\_\_

8. Has the property been repossessed by a Bank/Building Society? Yes  No

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

Please give name and address of Bank/Building Society etc concerned \_\_\_\_\_

9. Does the liability for Council Tax fall to be met solely by a Trustee in Bankruptcy? Yes  No

If yes, please give name and address of the trustee and date appointed \_\_\_\_\_

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

10. Has the property become unoccupied due to the liable person becoming resident in one of the following establishments?: Residential Care Home, Nursing Home, Hostel, Hospital (as long term patient) or in Prison? Yes  No

If yes, please give the date the person entered the establishment \_\_\_\_/\_\_\_\_/\_\_\_\_

Please give the name and address of establishment \_\_\_\_\_

\_\_\_\_\_ Type of Establishment \_\_\_\_\_

11. Is the property unoccupied due to the liable person residing elsewhere for the purposes of receiving or providing care? Yes  No

If yes, please give brief details \_\_\_\_\_

12. Is the person liable to pay Council Tax in respect of the property a student? Yes  No

If yes, please give present address of the liable person \_\_\_\_\_

**NB – A Student Certificate MUST be supplied**

13. When the property was last occupied was it occupied solely by students? Yes  No

Please give date of last occupation and the name(s) of last occupant(s)

Date \_\_\_\_\_ Name(s) \_\_\_\_\_

14. Does the property form part of premises which include another dwelling or is it situated within the curtilage of another dwelling?

Yes  No

If yes, is the dwelling difficult to let separately from that other dwelling?

Yes  No

Please give details of the dwelling concerned \_\_\_\_\_

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## **SECTION B**

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.**

**IF THE PROPERTY IS UNDER RECONSTRUCTION, PLEASE CONTACT THE ADDRESS OR TELEPHONE NUMBER GIVEN OVERLEAF AS A SEPARATE EXEMPTION FORM IS AVAILABLE.**