



REF NO:

Name:

Correspondence Address:

Subject Address:

COUNCIL TAX PROPERTY EXEMPTION - CHARITABLE & RELIGIOUS BODIES

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), if it falls within the category shown below. Depending on the circumstances, Exemption may be granted for a period of six months, or for an unlimited period.

Please supply the details requested, sign the declaration and return this form, together with any supporting documentary evidence, to the address shown below.

QUALIFYING CONDITIONS: AN UNOCCUPIED HOUSE WHICH IS:

1. Owned by a charitable body, which when last occupied, was occupied in furtherance of their objects
2. Held by religious body for occupation by a minister of religion as a residence to perform his duties of that office.

I consider Exemption should apply from/...../..... to/...../..... and I attach, in support of this application, documentary evidence as to the status of the property, for example:

1. Reason for vacation by outgoing tenant and forwarding address if applicable. Proof of charitable status is also required
2. Confirmation by Church Officer such as existing minister that the house is unoccupied and held for occupation only by another minister etc.

PLEASE NOTE: PROPERTY EXEMPTION WILL NOT BE GRANTED UNLESS SUPPORTED BY DOCUMENTARY EVIDENCE

I declare that the information on this form is true and complete and I authorise East Renfrewshire Council to verify the details. If Exempt status no longer applies to this property I undertake to notify East Renfrewshire Council within 21 days of this occurring.

I UNDERSTAND THAT FAILURE TO PROVIDE THIS INFORMATION IS AN OFFENCE WHICH MAY MAKE ME LIABLE FOR AN INITIAL FINE OF £50.00 AND £200.00 FOR EACH SUBSEQUENT OFFENCE.

Furthermore, this information may be shared with other public bodies e.g. neighbouring Councils or other organisations which handle public funds, for the purposes of preventing and detecting fraud.

SIGNATURE OF LIABLE PERSON: **DATE:**

Corporate and Community Services East Renfrewshire Council Offices, 211 Main Street, PO Box 5083, Barrhead, G78 1YF
 Telephone: 0141 577 3002 Fax: 0141 577 3255 E-mail : ctax@eastrenfrewshire.gov.uk

PAYMENTS MUST CONTINUE PENDING THE OUTCOME OF YOUR APPLICATION

<p><i>Our Service Standards:</i></p>	<ul style="list-style-type: none"> ➤ We will reply to all mail within 20 working days. ➤ We will determine all requests for discounts/changes in circumstances and issue a revised bill within 20 working days. ➤ We will update the customer's account within 2 working days of payment at a council office or within 2 working days of notification being received from the council's bankers or Girobank ➤ We will ensure that all residents are notified within six weeks of a missed payment.
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