

REF NO:

Name:

Correspondence Address:

Subject Address:

**Council Tax Exemption Application -
An Unoccupied Property Under Major Repair / Structural Alteration**

In terms of schedule 2 and 11 of the Local Government Finance Act 1992, and The Council Tax (Exempt Dwellings)(Scotland) Amendment (No.2) Order 1999, a dwelling may be exempt from Council Tax (including the water and sewerage charges) if it falls within the category shown below.

Unoccupied Dwelling:

An unoccupied dwelling which: (Please ✓ Box)

a) Is undergoing or has undergone (since the last occupation day) major repair work to render it habitable

Or

b) Is undergoing or has undergone (since the last occupation day) structural alteration

Please note the following statutory limitations on awarding this type of exemption: -

- No more than 12 months can be awarded since the last occupation day; and
- No more than 6 months can be awarded since the major repair work or structural alteration in question was substantially completed.
- The term "last occupation day" means the day the property was last occupied.

Proof Required (In some instances additional proof may be requested):

- Documentary evidence of residency at an alternative address e.g. Council Tax Notice or bills confirming the alternative address.
- Proof that the dwelling house is unfit to be lived in due to major repair work / structural alteration e.g. a copy of the Building Warrant or Planning Permission Certificate must be provided.
- Written statement from the contractor on Company headed paper confirming the following: -
 - (i) Nature of work undertaken,
 - (ii) Date that major repair / structural alteration started and was completed / due to be completed.
- Completion Certificate

Please complete the attached form, sign the declaration and return it to this office together with supporting evidence.

Exemption will not be granted without supporting evidence and payments should continue pending the outcome of your application

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Name Of Liable Person(s) _____

Subject Address _____

Council Tax Reference _____

To Be Completed By The Liable Person

I, (print name).....apply for exemption from Council Tax due on the above property from/...../..... until/...../..... During this period I was / am residing at

I confirm the following

The last occupation date was/...../.....

Name of previous occupier(s).....

Major repair / structural alteration started on...../...../.....and was completed / is due to be completed/...../.....

I enclose all of the following documents to support my application. (Please ✓ Box)

- Council Tax notice or bills confirming the alternative address
- Building Warrant or Planning Permission Certificate
- Written statement from the contractor confirming the following:
 - Nature of work undertaken
 - Date that structural work started and was completed/due to be completed
- Completion Certificate
- Additional proof (please specify)

Declaration

I confirm that the information on this form is correct and authorise East Renfrewshire Council to check the details. If the property no longer meets the exemption requirements, I will notify The Council within 21 days. I understand that failure to do so is an offence, which may make me liable for a fine of £50 and £200 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.

Signed Date

Print name here Please supply daytime phone number

Email(optional)

Corporate and Community Services, East Renfrewshire Council Offices, 211 Main Street, Barrhead, Glasgow, G78 1YF

www.eastrenfrewshire.gov.uk/counciltax E-mail : ctax@eastrenfrewshire.gov.uk

Telephone: 0141 577 3002 Fax: 0141 577 3255

Our Service Standards:	<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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