

ExempApp - WEBFORM

Corporate and Community Services Department
Director: Caroline Innes

Barrhead Council Offices, 211 Main Street
Barrhead, G78 1YF
Phone: 0141 577 3002 Fax 0141 577 3255
Email: ctax@eastrenfrewshire.gov.uk
When calling please ask for: Customer Services
Our Ref: WEBFORM



Name:

Address:

COUNCIL TAX EXEMPTION – VACANT AND UNFURNISHED PROPERTY

Please note the maximum period of exemption for a new or existing property which is empty and unfurnished is six months. In the majority of cases a six month exemption will be calculated from the start date of the exemption claim. However, it is important to note that if an exemption has already been awarded against the property then the previous empty period may count towards that six months. The only time where this does not apply is where the property has been occupied for 3 months or more immediately before the start date of your claim.

Please complete and return the application form overleaf remembering to provide the necessary documentary evidence. If the form is not completed in full and/or no evidence is supplied then the application will be returned to you.

For assistance in completing the application please contact our Customer Service staff on 0141 577 3002 who will be happy to help you.

PAYMENTS MUST CONTINUE PENDING THE OUTCOME OF YOUR APPLICATION

| | | |
|-------------------------------|---|--|
| Our Service Standards: | > | <i>We will reply to all mail within 20 working days.</i> |
| | > | <i>We will determine all requests for discounts/changes in circumstances and issue a revised bill within 20 working days.</i> |
| | > | <i>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</i> |
| | > | <i>We will ensure that all residents are notified within six weeks of a missed payment.</i> |

Property Address:

I consider Exemption should apply from/...../..... to/...../..... (leave end date blank if unsure when property will be occupied or furnished)

SECTION 1: TO VERIFY THE PROPERTY IS/WAS UNOCCUPIED

Please state the full address of the property you are/were living at during the exemption period:

Post Code:

I enclose proof of my residence at this alternative address (please ✓ appropriate box)

If in U.K. please provide a copy of Current Council Tax Demand Notice. If you are not responsible for Council Tax at your alternative address please provide other evidence showing you live there e.g. copy of a recent bank statement.

(If there are two or more liable persons with different current addresses proof from all must be supplied)

If abroad, please enclose documentary evidence of ownership/lease of the property.

SECTION 2 : TO VERIFY THE PROPERTY IS/WAS UNFURNISHED

I also enclose evidence to show the property is/was unfurnished (please ✓ appropriate box)

Internal photographs of **each** room in the property.

Receipt from removal company on their headed paper.
(if you removed the furniture yourself please provide a copy receipt for the van hire)

DECLARATION

I declare that the information on this form is true and complete and I authorise East Renfrewshire Council to verify the details.

I will notify within 21 days any change in circumstances which may affect my liability e.g. discount status no longer applies to the person named in Section 1, or the number of adults in the house increases.

I understand that failure to provide this information is an offence, which may make me liable to an initial fine of £50 and £200 for each subsequent offence. Furthermore, I note 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** / /

Daytime Telephone Number:..... **Email address:**.....
(you do not need to provide these details but it may help us process your application quicker)