

To Be Returned To:

Perth & Kinross Council
Executive Director (Housing & Community Care)
PO Box 7300
PERTH
PH1 5WH
Telephone No: (01738) 476000
(Mon-Fri 8.45am to 5.00pm)
Email: localtaxes@pkc.gov.uk
Fax No: (01738) 475610



PROPERTY EXEMPTION APPLICATION FORM
UNOCCUPIED PROPERTY

EXPLANATORY NOTE

An application for an exemption must be made by the person who is liable to pay Council Tax for the property, or an agent acting on his/her behalf. Any information given will be treated in the strictest confidence.

If you wish to apply for an exemption, please complete this form and return it to: **THE COUNCIL TAX UNIT, PERTH & KINROSS COUNCIL, PO BOX 7300, PERTH, PH1 5WH.**

Should you require any further information, you may telephone a member of staff on **(01738) 476000** or alternatively visit the **Reception at Pullar House, Kinnoull Street, Perth.**

PLEASE NOTE THAT SHOULD YOU QUALIFY FOR AN EXEMPTION, FORMS ARE ISSUED PERIODICALLY TO REVIEW YOUR CIRCUMSTANCES. AN OFFICER OF THE COUNCIL MAY CONTACT YOU WITH A VIEW TO ARRANGING A VISIT TO THE PROPERTY.

SECTION A: TO BE COMPLETED IN ALL CASES

Name of Liable Person(s):

Current Address:

..... Postcode:.....

Name of Agent (if applicable):

Address of Agent (if applicable):

..... Postcode:.....

Address of the Property for which you are claiming exemption:

..... Postcode:.....

Council Tax Account Number (if known):

SECTION B: INFORMATION ABOUT THE UNOCCUPIED PROPERTY

1) Is the property unoccupied? YES NO If yes, give date property became unoccupied:

2) Is the property unfurnished? YES NO If yes, give date property became unfurnished:

If property is 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 property last used and occupied in connection with agriculture? **YES NO**

If yes, provide the name(s) of the last occupier(s) and the nature of occupancy (i.e. Farm Worker , Estate Manager etc):

.....

4) Is the property subject to a Closing Order, Demolition Order 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 provide the name of the deceased person:

Provide the date of death:

Has an Executor been appointed to administer the Estate? **YES NO**

If yes, provide the date of appointment: Provide the name and address of the Executor:

.....

Please also complete overleaf.

SECTION B (continued): INFORMATION ABOUT THE UNOCCUPIED PROPERTY

6) Is the Council Tax liable to be paid by a Registered Charity? YES NO

If yes, give the 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 the name and address of the Religious Body concerned:

8) Has the property been repossessed by a Mortgage Lender etc? YES NO

If yes, give the date of repossession:

Please give the name and address of the Mortgage Lender concerned:

9) Does the liability for Council Tax fall to be met solely by a Trustee in Bankruptcy? YES NO

If yes, please give the name and address of the Trustee:

Give the date of appointment:

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 Full Time Student? YES NO

If yes, please give present address of the liable person:

N.B. A STUDENT CERTIFICATE MUST BE SUPPLIED

13) When the property was last occupied, was it occupied solely by Full Time Students? YES NO

If yes, please give date of last occupation:

Provide name(s) of last occupant(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:

SECTION C:

I DECLARE THAT THE INFORMATION GIVEN ON THIS APPLICATION IS ACCURATE, AND UNDERTAKE TO NOTIFY YOU IMMEDIATELY IF THE CIRCUMSTANCES CHANGE.

Signature: **Date:**

DATA PROTECTION

Any information you have provided will be used for the billing and collection of local taxes and the recovery of any unpaid debts due to the Council. Disclosures to third parties will only be made to agents employed by Perth & Kinross Council to recover unpaid debts and to those organisations with a legal right of access, e.g. Inland Revenue. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud therefore it may also share this information with other bodies for these purposes.

In terms of the Data Protection Act 1998, you are entitled to know what information this Council holds about you, on payment of a fee of £10. Application should be made to the Executive Director (Housing & Community Care), 35 Kinnoull Street, Perth.