

**To Be Returned To:**  
 Perth & Kinross Council  
 Local Taxes  
 PO Box 7300  
 PERTH  
 PH1 5WH  
 Telephone No: (01738) 477430  
 (Mon-Fri 8.45am to 5.00pm)  
 Email: localtaxes@pkc.gov.uk



**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: **LOCAL TAXES, PERTH & KINROSS COUNCIL, PO BOX 7300, PERTH, PH1 5WH.**

Should you require any further information, you may telephone a member of staff on **(01738) 477430** or alternatively visit the **The Customer Services Point at Pullar House, Kinnoull Street, Perth, PH1 5GD**

**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: .....

**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. HMRC. 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, e.g. Audit Scotland.

In terms of The Data Protection Act 1998, you are entitled to know what information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Data Protection Officer, Blackfriars Development Centre, North Port, Perth, PH1 5LU. Phone 01738 477933 or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk)