



Name _____

Subject Address _____

Council Tax Reference Number _____

Dear Council Tax Payer

COUNCIL TAX PROPERTY EXEMPTION APPLICATION – DWELLINGS UNDER REPAIR

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1997 (as amended), a dwelling house may be exempt from Council Tax if it falls within the category shown below. This application is for an unoccupied dwelling which is undergoing or has undergone (since the last occupation day) major repair work (or structural alteration) to render it habitable; in respect of which no more than 12 months have elapsed since the last occupation day; and in respect of which no more than 6 months have elapsed since the work in question was substantially completed.

Section 1 Exemption details

All of the following questions must be completed before your application can be accepted.

1. Exempt period claimed: From ____/____/____ to ____/____/____
(if the exact period is not known please provide your best estimate)

2. Description of major repair works or structural alterations

3. Place of residency during period of claim:

Section 2 Documentary evidence

All applications must be supported by the relevant documentary evidence.
Failure to supply such evidence will result in the application being refused.

- 1. Copy of Building Warrant and Completion Certificate (if available) **AND**
- 2. Work Schedule **AND**
- 3. Letter from Contractor to confirm date works commenced and expected completion date **AND**
- 4. Date of last occupation

CLASS 2A

I hereby certify that the information on this form is true and complete. I authorise Argyll & Bute Council to verify the details. If exempt status no longer applies to this property I undertake to notify Argyll & Bute Council within 21 days of this occurring and understand that failure to do so may result in a fine of £50 and £200 on repeated failure to do so. I authorise Argyll & Bute Council to inspect the exempt dwelling if required.

Signature of Liable person: _____ **Date:** _____

Data Protection Fair Processing Notice: Argyll and Bute Council, or their agents, will hold information supplied in accordance with the provisions of the Data Protection Act 1998, we will use the information you have supplied primarily for the collection and administration of tax. The information may also be used for other legitimate purposes e.g. housing and council tax benefit administration or private landlord registration. This information may also be shared with other Councils, governmental and quasi-governmental bodies. By completing and submitting this form you consent to the use of your personal data including, where appropriate, sensitive personal data. You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected. The set fee (where applicable) will be charged. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT.