



Name _____

Subject Address _____

Council Tax Reference Number _____

Dear Council Tax Payer

COUNCIL TAX PROPERTY EXEMPTION APPLICATION – EMPTY DWELLING

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 may be exempt from Council Tax. This application is for the category of an existing house, which is **unoccupied and unfurnished** and carries a maximum of six months exemption.

Section 1 Exemption details

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

1. Exempt period: From ____/____/____ to ____/____/____
2. Reason for the dwelling being empty: _____

3. Place of residency during period of claim: _____
(Please attach copy of Council Tax Notice for your main place of residence if outwith Argyll & Bute)

Section 2 Documentary evidence

All applications must be supported by documentary evidence e.g.

- 1) Internal photographs of each room
or
- 2) Any other document which you believe proves that the dwelling is unoccupied and unfurnished
e.g. copy of removals receipt or letter from Solicitor confirming property unoccupied and unfurnished

If exemption is being claimed for a second or subsequent period following an initial period of up to 6 months exemption under this category, applicants must provide details of the occupation or furnishing of the property for a period exceeding 6 weeks. Such evidence could include a lease, removals receipt or photographs showing it is furnished. Details of furniture should also be provided.

Failure to supply such evidence will result in the application being refused

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 I undertake to notify Argyll & Bute Council within 21 days of this occurring and understand failure to do so may result in a fine of £50 and £200 on repeated failure to do so.

(Please note any incomplete forms will be returned without the exemption being granted)

Please address correspondence to: Executive Director of Customer Services, Witchburn Road, Campbeltown, PA28 6JU

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.