



Name \_\_\_\_\_

Subject Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Council Tax Reference Number \_\_\_\_\_

Dear Council Tax Payer

**COUNCIL TAX PROPERTY EXEMPTION APPLICATION – PROPERTIES DIFFICULT TO LET SEPARATELY**

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 if it falls within the category shown below. Exemption may be granted for an unlimited period.

Please supply the details requested, sign the declaration and return this form, together with any supporting documentary evidence, to the address shown below.

**UNOCCUPIED HOUSE**

1. Which forms part of, or is included with, another dwelling, and is difficult to let separately from the other dwelling.

I consider exemption should apply from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ and I attach, in support of this application, documentary evidence as to the status of the property, e.g:

Description of relationship of the difficult to let dwelling to the main dwelling \_\_\_\_\_

\_\_\_\_\_

Proof that property is difficult to let separately. This proof should be in the form of copy adverts, which should be, or have been, placed at reasonable intervals in newspapers, estate agents etc. The adverts should also be fair and unrestrictive, and should reflect reasonable terms and conditions.

**PLEASE NOTE: PROPERTY EXEMPTION WILL NOT BE GRANTED UNLESS SUPPORTED BY DOCUMENTARY EVIDENCE**

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)**

**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.

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