

# Revenues & Benefits Services

## Council Tax

Application for Property Exemption –  
Empty Property



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

Please use black ink and block capital letters or typescript

### **Background**

In terms of the Council Tax (Exempt Dwellings) (Scotland) Order 1997 (as amended by The Council Tax (Exempt Dwellings) (Scotland) Amendment Order 2012, a dwelling house may be exempt from Council Tax (including the water charge) if it falls within the category shown below.

#### **Unoccupied and Unfurnished House Which Is:**

A new or existing house (6 months maximum)

In order to claim an exemption, please complete this form, sign the declaration on page 2 and return it to the address at the bottom of the page along with the appropriate supporting documentation. Depending on the circumstances, exemption may be granted for up to a maximum period of six months.

### **Applicant Details**

Name		Council Tax Reference	
Property Address			

### **To be completed by the applicant**

I consider Exemption should apply from (insert date)		to	
the latter being the date on which I took up residency at the subject address.			
During the period I was resident at			
Council Tax reference number (if known)			
I attach the following documentary evidence to support my claim:			
Documentary Evidence	Attached		
Builders schedule of works	<input type="checkbox"/>		
Planning Permission	<input type="checkbox"/>		
Council Tax Bill for an alternative address	<input type="checkbox"/>		
Copy of lease confirming property unfurnished	<input type="checkbox"/>		
Furniture storage receipts	<input type="checkbox"/>		
Furniture removal/delivery receipts	<input type="checkbox"/>		
Gas/Electricity bills showing low/no usage	<input type="checkbox"/>		
Bank/Credit card statement going to alternative address	<input type="checkbox"/>		
<b>Please Note - This is not a full list and we may have to contact you if we require further evidence. Exemption will <u>NOT</u> be granted unless evidence is provided.</b>			

## Declaration

I declare that the information supplied on this form is true, complete and correct to the best of my knowledge and that I will notify the Council within 21 days of any change in circumstances which may affect my liability i.e. exempt status no longer applies to this property. I understand that failure to provide this information is an offence which may make me liable to an initial penalty of £50 and then £200 for each subsequent offence. I understand that any discount awarded as a result of misleading statements deliberately given on this form will be recovered in full. I understand that to deliberately provide false information is a criminal offence and may result in prosecution.

Signature		Date	
Email Address		Daytime Telephone No.	

## Data Protection Act and General Data Protection Regulations (“GDPR”)

*East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Your information may be shared with other departments within East Dunbartonshire Council or other organisations for the purposes of administering and collecting council tax and applying relevant reductions, discounts and exemptions; checking the information we hold is accurate; preventing and/or detecting crime and protecting public funds. Other organisations may include bodies responsible for auditing or administering public funds or conducting data checks, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as credit reference agencies, service providers/contractors and/or partner bodies).*

*For further information detailing how East Dunbartonshire holds and uses your information please refer to the privacy notice enclosed with this form. Details are also available on our website at: <http://www.eastdunbarton.gov.uk/counciltax>*

## Other Formats & Translations

**This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council’s Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुसोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।