

Revenues & Benefits Services

Council Tax

Application for Exemption –

Properties Incapable of Habitation Due to
Ongoing Structural Repair



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 and Council Tax (Exempt Dwellings)(Scotland) Amendment (No.2) Order 1999, a dwelling house may be exempt from Council Tax (including the water and waste water charges) if it falls within one of the categories shown below.

Unoccupied House Which Is:

1. Undergoing or has undergone since the last day it was occupied either **major** repair work (including structural repair work) **to render it habitable** OR structural alteration and no more than 12 months have elapsed since the last day it was occupied.
OR
2. Where occupation is prohibited by law or which is unoccupied and is subject to a closing, demolition or compulsory purchase order.

Information: Maximum exemption is 12 months from when the property last occupied. Major works does not include modernisation, renovation or enhancements.

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.

Applicant Details

Name		Council Tax Reference	
Property Address			
Correspondence Address (address you are living at during the work)			

To be completed by the applicant

I consider Exemption should apply from (insert date) to

and I attach in support of this application documentary evidence as to the status of the property, for example:

1. Documentary proof that the house is unfit for habitation and is therefore incapable of being occupied and is or has undergone major repair work.
2. Copy of Court order (i.e. Closing Order) or other legal document.

Please Note – Exemption will not be granted unless supported by evidence. Major works does not include modernisation, renovation or enhancements.

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.			
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”)
<i>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).</i>
<i>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</i>

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

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