



# Rutland County Council

Rutland County Council

Catmose

Oakham

Rutland

LE15 6HP

telephone: 01572 722 577

fax: 01572 758 307

email: [enquiries@rutland.gov.uk](mailto:enquiries@rutland.gov.uk)

web: [www.rutland.gov.uk](http://www.rutland.gov.uk)

Owner/Occupier name and address:

## COUNCIL TAX EXEMPTION APPLICATION for properties that are unoccupied

Property Reference Number:

Date of issue:

The full council tax bill is based on two adults living in the property as their main home. Some properties are exempt from paying council tax if they are unoccupied. Some exemptions have a time limit.

Please fill in this form and return it to us within 21 days of the date shown above. We may ask you to provide proof and we may need to inspect your unoccupied property.

<b>Please indicate which property exemption you are applying for from the list below: (tick)</b>	
Unoccupied property owned and last used by a registered charity	
Property left unoccupied by someone in prison	
Property left unoccupied by someone living in a hospital, care home or nursing home with no plans to move back to the property	
Property left unoccupied because the occupier died and probate or letters of administration are to be granted (and for up to six months afterwards)	
Property left unoccupied as occupation is prohibited by law	
Property left unoccupied to be used by a Minister of Religion	
Property left unoccupied by people providing care to someone else	
Property left unoccupied by people receiving care somewhere else	
Property left unoccupied by the owner who is a student living somewhere else	
Property left unoccupied due to repossession	
Property left unoccupied and is the responsibility of a trustee in bankruptcy	
Empty caravan pitch or houseboat mooring	
Unoccupied because the property forms part of another property which cannot be let separately because of planning rules	
Please tell us why you believe the exemption should be applied?	
Please tell us the EXACT date you are applying for the exemption from?	

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at **Data Protection, Catmose House, Oakham, Rutland LE15 6HP**

Your information will be used so that we can administer your council tax account and collect council tax from you in accordance with the requirements of the Local Government Finance Act 1992 (and any subsequent legislation and regulations which apply)

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share it with other local authorities, civil enforcement agents and other organisations to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for seven years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

### **Your declaration**

I understand the following:

I declare that the information I have given on this form is correct and complete. If I give information that is incorrect or false you may impose a civil penalty of £70.

I must notify you of a change in my circumstances which might affect any discounts, reductions and exemptions that I receive, within 21 days of the change happening.

Signature:

Date:

### **Contact Information**

Please provide your contact details in case we need to contact you about your account.

You do not have to provide your details but it will help us to contact you quickly if we have a question about your council tax account.

Phone:

Email: