Application for an empty property council tax exemption

Name of applicant: 
Address of property: 

Some empty properties are exempt from payment of Council Tax. Below is a brief summary of exemptions available:

- empty property owned and last used by a registered charity (for up to six months)
- Left empty by someone in prison
- Left empty by someone living in a hospital, care home or elsewhere with no plans to move back in.
- Left empty because the occupier died and probate or letters of administration are yet to be granted (and for up to six months afterwards)
- Left empty as occupation is forbidden by law
- Left empty to be used by a Minister of Religion
- Left empty by people providing care to someone else
- Left empty by the owner who is a student living somewhere else
- Left empty due to repossession
- Left empty and is the responsibility of a trustee in bankruptcy
- Empty caravan pitches or boat moorings
- Empty because the property forms part of another property which cannot be let separately because of planning rules.

If you believe you may qualify for an exemption please provide the details of which exemption you would like to claim for and details of why you think you qualify:

If we require any further information or supporting evidence we will contact you using the contact details provided overleaf.
**Declaration**

I declare that the information provided is correct. If an exemption is granted I will inform you within 21 days of any change to my circumstances.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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Contact Phone Number: _______________________
Contact email: ____________________________

Please complete the information and return the form to Rutland County Council DC, Catmose, Oakham, Rutland LE15 6HP.

**Using your personal information**
The information you have provided will be used in accordance with the Data Protection Act 1998 and other relevant legislation.

i. In order to provide you with the service you require there may be occasions when your information is shared with those who carry out work on our behalf. If you agree to your information to be shared between departments of the Council for the purpose of service provision by telephone, post, email and SMS, please tick the box.

ii. Sometimes we may need to ask other agencies or organisations for relevant information about you to fulfil our legal responsibilities or to provide services.

iii. We may pass your information to other agencies or organisations as allowed or required by law, for example:
   • to enable them to carry out their statutory duties;
   • where it is necessary to prevent harm to yourself or other individuals;
   • to help with the prevention of fraud.

iv. Rutland County Council may check internal records to verify information provided by customers.

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please visit: www.rutland.gov.uk