



Application for Empty Home Premium Waiver

Name and Address:

Council Tax account number:

Date of issue:

Please complete this form if you want to apply to have the long term empty home premium waived as you are actively and genuinely marketing your empty home for sale or let for a reasonable market value, or are actively and genuinely renovating the property for occupation. We will aim to respond to your application within two weeks of the date submitted.

1. Please provide the address of the vacant property that you own:

Address:

Post Code:

2. Please provide the date that you became the owner of the vacant property:

Date: __/__/____ (DD/MM/YYYY)

3. Are you the sole owner of the property? Yes / No

4. If no, please provide the name and addresses for all of the other owners:

Name:

Address:

Name:

Address:

5. Please tick the statement that best describes your circumstances:

Tick

I am actively and genuinely marketing the property for sale (go to Q6)	
I am actively and genuinely marketing the property for letting (go to Q7)	
I am actively and genuinely renovating the property for occupation (go to Q8)	
Other (go to Q9)	
If other please describe:	

6. If you indicated that the property is up for sale, please provide us with all or some of the following documents and tick to tell us what you are providing:

Evidence/document	Tick
A letter from the Estate Agents to confirm that the property is being marketed for sale and the date marketing commenced (e.g. their letter of appointment)	
The particulars for the property (if these are not available to view online)	
A written valuation for the property (if this is not included in the Estate Agents letter, valued within the last 6 months)	
A letter from the estate agent detailing: <ul style="list-style-type: none"> • the number of viewings in the last 6 months • the number of offers received in the last 6 months and the amount offered • the reason for rejection of any offers or sale that has fallen through • an up to date market valuation 	
The name and address of the solicitor who has been appointed to deal with the conveyancing	
Other information (please specify)	

7. If you indicated that the property is being marketed for letting, please provide us with all or some of the following documents and tick to tell us what you are providing:

Evidence/document	Tick
A letter from the Letting Agents to confirm that the property is being marketed for let and the date marketing commenced (e.g. their letter of appointment)	
The particulars for the property (if these are not available to view online)	
A written rental valuation for the property (if this is not included in the Letting Agents letter, valued within the last 6 months) or evidence of similar properties rental values in the area	
A letter from the letting agent detailing: <ul style="list-style-type: none"> • the number of viewings in the last 6 months • the number of potential tenants in the last 6 months and reason for not proceeding • the reason for rejection of any potential tenants • an up to date rental valuation 	
Energy performance certificate, gas safety certificate (if gas is supplied) electrical safety test record, landlord insurance certificate	
Other information (please specify)	

8. If you indicated that the property is being renovated, please provide us with some or all of the following documents:

Evidence/document	Tick
Renovation plans or schedule of works	
Planning application number (if applicable)	
Costs and timeline for renovations	
Trade quotes i.e. builders, plumbers, electricians etc.	
Invoices for completed works	
Other (please specify)	
Other (please specify)	
Other (please specify)	

9. If you ticked other (at Q5), please tell us why the property remains empty and what you intend to do with the property and when.

10. Is there anything else you think we should know?

Please tell us about anything else that you feel is relevant to your circumstances in support of your application. Tell us about anything that makes your situation unusually difficult and how this affects you:

We may need to contact you to ask you clarify something or to provide further evidence to support your application. Please provide your contact details:

phone number:

email address:

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 or by writing to us at **Data Protection, Catmose House, Oakham, Rutland LE15 6HP**

Your information will be used so that we can process your application for discretionary crisis support in accordance with the policy.

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 the data with other local authorities and organisations and may check your credit report 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 which, 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 financial 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.

Please read this declaration carefully before you sign:

I declare that the information I have given on this form is correct and complete.

I am aware that it is an offence to deliberately give false statement or withhold information in order to obtain financial support and that I may be prosecuted under the Theft Act 1968 if I do this.

I authorise Rutland County Council to make any enquiries which it feels are necessary in order to satisfy itself that the information given is true and complete.

I agree that any information previously provided may be used to inform the decision.

I understand that this information may be used to tell me about other support i.e. exemptions which I may be able to claim.

Applicant's signature:		Date:	
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Partner's signature:		Date:	
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