

Revenues Section The General Offices, Steelworks  
Road , Ebbw Vale NP23 6DN

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## COUNCIL TAX – EXEMPT DWELLING APPLICATION FORM

Account No.	Property No.
<b>1) Property Address</b>	
House No. / Name, Street Name Village Town County NP23 5BS	
<b>2) Reason for claim (see note 1)</b>	
Please provide any additional information Which may support your claim (see note 2)	
<b>3) Date the property became unoccupied</b> (See note)	
<b>4) Date the property became unfurnished</b> (See note)	
<b>5) Name of the owner of the property</b>	
<b>6) Present address of the Owner</b>	
<b>7) Signed</b>	
<b>8) Telephone number</b>	
<b>9) Date</b>	

**N.B. \* FAILURE TO NOTIFY THE REVENUE AMENDMENT SECTION OF ANY CHANGE IN CIRCUMSTANCE WHICH MAY AFFECT THE ABOVE, MAY LEAD TO A FINE OF AT LEAST FIFTY POUNDS BEING IMPOSED.**

**\*Please read the notes overleaf carefully before completing this form**

## **COUNCIL TAX – EXEMPT DWELLINGS**

### **Notes for Guidance**

**NOTE 1.** In BOX 2) overleaf, please enter the letter(s) that indicate the reason for your claim for exemption from Council Tax.

- 1) A vacant dwelling which requires or is undergoing major repair works or structural alterations to make it habitable
- 2) An unoccupied dwelling owned by a charity
- 3) A vacant dwelling that is both unoccupied and unfurnished
- 4) An unoccupied dwelling that has been left unoccupied by a person currently in prison
- 5) An unoccupied dwelling left unoccupied by a patient who is permanently in a hospital, nursing or care-home
- 6) An unoccupied dwelling left empty by a deceased person
- 7) A dwelling where the occupation is prohibited by law
- 8) An unoccupied dwelling which was last used by the clergy
- 9) A dwelling left unoccupied by a person receiving care elsewhere
- 10) A dwelling left unoccupied by a person who is living elsewhere, to provide care for another person
- 11) A dwelling left unoccupied by students
- 12) An unoccupied dwelling that has been repossessed by a mortgagee or a trustee in bankruptcy
- 13) Halls of residence for the accommodation of students
- 14) A dwelling occupied only by students
- 15) A dwelling held for the purpose of occupation by the armed forces
- 16) A dwelling occupied by a member of a visiting force
- 17) A dwelling left empty by a bankrupt
- 18) An unoccupied caravan pitch or boat mooring
- 19) A dwelling occupied only by persons under 18 years of age
- 20) An unoccupied annex
- 21) A dwelling occupied only by persons who are severely mentally impaired
- 22) A dwelling occupied only by diplomats
- 23) A 'granny' flat

**NOTE 2** Additional information and/or documentary evidence may be required to support your application.

Please ask the Council Tax Section for more details.

For class A) - Please give brief details of works required and included with your application copies of Grant Approval, builders works schedules, bills for materials, etc. THE MAXIMUM

EXEMPTION PERIOD FOR CLASS A IS 12 MONTHS

For classes E), I) and J) please indicate the current address of the applicant and for class D the prison at which the last occupier is being held.

**NOTE 3** Unoccupied means a dwelling in which no one lives

**NOTE 4** Unfurnished means that the property is substantially unfurnished

**NOTE 5** The current address of the applicant must be entered for all applications where the property is unoccupied. Failure to provide the alternative address may result in a delay in application being processed and any recovery action being continued.

**Please ensure that you have signed and dated the application. An inspection and/or additional information may be required in certain circumstances. If you require help**

**with this form or any further information, please contact my Revenue Amendment Section at the address shown overleaf or by telephoning (01495) 355212.**