Council tax exemption for an unoccupied minister’s residence

If no one lives in a property and only a minister of religion can live there, you could claim a council tax exemption. Please complete this form and send it to us.

The council tax account reference (found on the top right of the bill)

What is the name of the person or organisation on the council tax bill?

When did property become unoccupied?

Is the property still furnished? Please tick

Yes  No

If you have ticked “No”, when was the furniture moved out?

Can only a minister of religion live in the property?

Please tick  Yes  No

When the property is occupied, will the minister of religion use the property as a base from which he or she will perform religious duties?

Please tick  Yes  No

What is the name of the person or organisation that owns the property?
What is the address of the person or organisation that owns the property?

Declaration

This declaration must be signed by the person whose name is on the council tax bill, or by someone who can act on behalf of the organisation whose name is on the bill.

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

I understand that if I give incorrect information that the Council may take action against me.

I understand that the information given on this form may be used by the Council and shared with other public authorities to prevent fraud.

I understand that I must tell you straight away if these circumstances change.

We may need to visit the property to confirm that the exemption can apply.

Please sign your name

Please print your name

The address of the person signing this form

Your telephone number

Your email address

The date that you signed this form