Council tax exemption for a property left unoccupied by a charity

If you are a registered charity and own a property that no one lives in, 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) 5

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

When did the property become unoccupied?

Is the property still furnished? Please tick

Yes  No

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

Can the property only be used by the charity?

Please tick  Yes  No

Will the next person that lives in the property be working for the charity?

Please tick  Yes  No
What is the charity’s name and address?

What is the charity’s registration number?

Please now complete the declaration on the following page
Declaration

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

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

If you have signed this form on behalf of the charity, what is your position within the charity?

Your telephone number

Your email address

The date that you signed this form