COUNCIL TAX PROPERTY EXEMPTION / DISCOUNT CLAIM FORM

If you have any questions call Council Tax on *(01279) 446688* or e-mail *council.tax@harlow.gov.uk*

Harlow Council
Working together for Harlow
www.harlow.gov.uk

Name:

Address:

Council Tax account reference (*if known*):

Date form issued: D D M M Y Y Y Y

►***Please complete sections 1 to 3 in CAPITAL LETTERS***

V1.10 27/3/2014

SECTION 1 What is the address of the property for which you are applying?

Postcode:

Property reference number (*if known*):

SECTION 2a Please ✓ the box for the type you are applying for *(more listed overleaf)*:

Code	Property Exemption / Discount description	✓
DA / DA2 (discount)	Property uninhabitable as requires / is undergoing / has undergone: (a) major repair works (must be structural works as opposed to modernisation or redecoration) *OR* (b) structural alteration (50% discount for up to 12 months).	
B	Property unoccupied and owned by a charity (exempt for up to 6 months).	
CU (discount)	Property unoccupied and substantially unfurnished (discount for up to 3 months). *Please provide a list of any furniture left in the property (use the space at 2b overleaf).*	
D	Property unoccupied due to person detained in a prison, hospital or any other place by court order. *Please supply the name of the person detained, date when detained, and the name and address of the place where the person is detained (use the space at 2b overleaf).*	
E	Property unoccupied due to permanent residency in a hospital or care home. *Please supply the name of the person in the hospital or care home, the date of admission, and the name and address of the hospital or care home (use the space at 2b overleaf).*	
F1 / F2	Property unoccupied, owner / tenant deceased, and estate awaiting probate. *Please provide a copy of the death certificate and the name and address of the executor; also, if probate has been granted please provide the date of probate (use the space at 2b overleaf).*	
G	Property cannot be occupied because the law forbids occupation. *Please provide the reason for this and the name and address of the authority that has prohibited occupation (use the space at 2b overleaf).*	
H	The property is unoccupied and awaiting occupation by a minister of religion and is owned by a religious body.	
I	Property unoccupied due to former resident receiving care other than at a hospital or care home. *Please supply the former resident's name, the address of their new residence and the reason why the care is needed (use the space at 2b overleaf).*	
J	Property unoccupied due to former resident providing care. *Please supply the former resident's name, the address where the care is being provided and the reason the care is needed (use the space at 2b overleaf).*	
K	Property unoccupied and is owned by student(s). *Please supply evidence of student status.*	
L	The property has been repossessed. *Please supply the name and address of the mortgagee (the mortgage lender) (use the space at 2b overleaf).*	
M	Hall of residence providing accommodation mainly for students and owned by an educational establishment or charity.	

N	Property occupied only by student(s) or school leaver(s) under 20 years of age. *Please supply evidence of student status.*	
O	UK armed forces accommodation, either occupied or unoccupied.	
P	Visiting forces accommodation, where the member of the visiting forces is liable to pay Council Tax.	
Q	Unoccupied property, where the liable person is the trustee in a bankruptcy order.	
R	Pitches that do not have resident caravan owners or moorings that do not have resident boat owners.	
S	Property occupied only by under 18 year old(s). *Please provide owner's name and address (use the space at 2b below).*	
T	Unoccupied annexe where the property cannot be let separately under the Town and Country Planning Act 1970.	
U	Property occupied only by severely mentally impaired person(s) *OR* property occupied only by severely mentally impaired person(s), together with one or more students. *We will send you a Severe Mental Impairment form to complete.* *Please supply evidence of student status if applicable.*	
V	Resident(s) with diplomatic privileges or immunity.	
W	Occupied property that forms part of a larger property, eg. an annexe, which is occupied by a dependant relative of a person who is resident in the other part of the property.	

SECTION 2b **Please use this space for any information that was requested in 2a:**

SECTION 3 **Date property became unoccupied (*if applicable*):**

D	D	M	M	Y	Y	Y	Y

Date for the relevant exemption / discount to commence:

D	D	M	M	Y	Y	Y	Y

D E C L A R A T I O N : **I / We declare that the information given on this form is complete and accurate to the best of my / our knowledge and belief.**

Signature(s):

Name(s):

E-mail:

Please provide a mobile telephone number below (or other daytime telephone number):

Date:

D	D	M	M	Y	Y	Y	Y

- ► *Once we have received this form we may need to contact you to visit the property or request more information from you.*
- ► *If you are awarded an exemption you must inform us of any later change to the information you have provided on this form. You must inform us within 21 days from the time you become aware of the change. If you fail to inform us you may be charged a penalty of £70. Also, it may be necessary to confirm each year that the information you have provided on this form has not changed, so that any reduction awarded may continue.*
- ► ***Once completed and signed send this form to:*** **Revenues & Benefits, Harlow Council, Civic Centre, The Water Gardens, College Square, Harlow, Essex, CM20 1WG**

How we will use your information

The Council uses your personal information in order to administer and enforce Council Tax under the Local Government Finance Act 1992. This authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.harlow.gov.uk/data-matching on Harlow Council's website.

The Council will also use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.