

For Office Use	
Our ref:	
Date received	

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Local Government Finance Act 1992  
 Please complete in **BLOCK CAPITALS** and **BLACK INK**

## Council Tax Empty Property Discount Application Form

Dwellings which are both unoccupied and unfurnished may receive a 50% discount for the first six months, followed by a 10% discount until they have been empty for two years, as long as the property remains unoccupied and unfurnished. After two years, a 150% bill is payable (unless you're in the Armed Forces or the property is an annexe).

You should **not** complete this form if someone is living in the property as his/her main residence.

### Application details

Name of owner;			
Address of unoccupied and unfurnished property;			
Address of main residence (we will normally send all correspondence here);		Name of billing authority;	
Postcode;		Tel No: (Daytime)	
Date the dwelling ceased to be someone's main		Date the furniture was removed;	

Please tick any of the following boxes to indicate the current circumstances of your property:-

Unoccupied & unfurnished, awaiting new tenant	<input type="checkbox"/>	Property up for sale	<input type="checkbox"/>
Is the property available for short-term holiday lettings?	Yes / No		
If YES please state the period you are willing to take bookings, e.g. All year, or April to October etc.			
Would you like to receive any future bills by e-mail? Yes/No (please circle as appropriate)			
If yes, please give your e-mail address .....			

### Declaration:

I declare that to the best of my knowledge any information given is correct. The property remains unoccupied and unfurnished.

Signed		Date	
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Please note that should a discount be granted, it is your legal duty to inform the Council within 21 days if the dwelling becomes someone's main residence. If you fail to do this you may have to pay a penalty of £70 for a first offence and £280 for a repeated failure.