

Council Tax Department
Newcastle under Lyme Borough Council
Castle House
Barracks Road
Newcastle under Lyme
Staffordshire
ST5 1BL



Your Name: _____
Your Current Address: _____

Date: _____
Property Ref: _____
Account Ref: _____
Benefit Ref: _____

EMPTY PROPERTY EXEMPTION

Date property became empty: _____

Name and address of owner/tenant if different from above: _____

Has the owner/tenant passed away? Yes No

If so, please provide the Executor's name and address: _____

Please look through this list of unoccupied property categories where owners and in some cases tenants don't pay council Tax. Tick the box that best describes your property.

- It is owned by a registered charity.
- It is a pitch or mooring* that is not being used by a caravan or boat.

*(please specify which) _____

- The law says it is not fit to be lived in, for example, where a property is subject to a demolition order, closing order or a compulsory purchase order.
- It is needed by a minister of religion for official duties
- The owner or tenant lives elsewhere to receive personal care because of old age, disablement, illness, alcohol or drug dependency or mental disorder.
- The owner or tenant is living elsewhere to care for someone who is elderly, disabled or ill or someone who needs care because of an alcohol or drug dependency or a mental disorder
- The owner lives somewhere else to study full-time or will become a full-time student within six weeks of the property becoming empty.

DECLARATION

I declare that the information given on this form is correct to the best of my knowledge and that there are no other changes to my circumstances. I am aware that to make a false statement is a serious offence and it is the Council's policy to prosecute where any statement can be proven to be false. In certain circumstances a penalty may be imposed where a false statement leads to a loss by the Council.

Name: _____ Signature: _____

Tel: _____ Email: _____ Date: _____

For more information contact tel: 01782 715500 or email: counciltax@newcastle-staffs.gov.uk

General Data Protection Regulations: Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at <https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice>