

Revenues and Benefits Office
 Newcastle under Lyme Borough Council
 Castle House
 Barracks Road
 Newcastle under Lyme
 Staffordshire
 ST5 1BL



 Your Name:

 Your Current Address:

Date: _____
 Property Ref: _____
 Benefit Ref: _____
 Alternate Ref: _____

PROBATE

As you may be aware, Council Tax may be payable in respect of unoccupied dwellings. However, in the case of a deceased's estate, no Council Tax will be payable whilst probate or letters of administration are awaited. If the property is empty, an exemption is awarded regardless of whether it is furnished or not. The exemption will continue until either:

- The tenancy ends (we consider the tenancy to have ended once the keys are handed back to the landlord)
- Probate is granted

From the date of probate:

- If the property has been transferred to beneficiaries they will become liable to pay the Council Tax, and a new account will be set up in their name
- If the property remains unoccupied and in the hands of the executors the exemption can continue for a further six months. Once this period has ended the full Council Tax will then become payable and a bill will be issued to the executors. An executor can claim a further 28 days discount once the furniture is removed
- If the property remains unoccupied and unfurnished for a period of two years after the exemption has ended the full charge + 50% will become payable.

Has probate been granted? Yes No

If so, on what date? _____

Has the property been transferred to the Beneficiaries or has an assent been signed? Yes No

If so, on what date? _____

Beneficiaries name and address: _____

Is the property occupied? Yes No

If so, on what date? _____

By whom? _____

Is the property for sale? Yes No

Who are the selling Agents? _____

*Delete as appropriate

Please continue to the declaration overleaf...

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:

Received by:

Date:

(Customer Services Clerk)

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>