

**Revenue & Support Services Council Tax Team**

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**COUNCIL TAX EXEMPTION APPLICATION – CLASS A**

| Name & Correspondence Address | Property Address |
|-------------------------------|------------------|
| .....                         | .....            |
| .....                         | .....            |
| .....                         | .....            |
| .....                         | .....            |

I wish to claim an exemption under the following criteria *(please tick the appropriate box)*

- Property requires or is undergoing major works (including structural repair work) to render it habitable
- Property is undergoing structural alteration which has not been substantially completed
- Property has been vacant for a continuous period of less than 6 months commencing on the day of which such repair works were, or such alterations were substantially completed

Please give as much detail as possible of the works that are to be/have been carried out

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If you claiming an exemption because the property is uninhabitable, please detail below why you consider the above works are required to make it habitable

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Date works started-----

Date works ceased (if applicable) -----

It will be necessary for my Inspector to visit the property to confirm your entitlement to the Exemption. Would you therefore please give a contact telephone number below, or a contact address, to enable the Inspector to make an appointment to view.

Daytime Telephone No.

\_\_\_\_\_

Contact Address




\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE:** The information supplied on this form will be used for the purpose(s) for which you have supplied it, and, where appropriate, will also be used by the Council in carrying out its various functions effectively. It will not be shared with other organisations unless we are required to do so by law. However the Council will always use or share information for the prevention or detection of crime, or the apprehension or prosecution of offenders

**I declare that the information I have given is correct to the best of my knowledge.**

|   |   |  |
|---|---|--|
| <i>Name:</i>  | <i>Signature:</i>   | <i>Date:</i>   |
| Please provide contact Telephone numbers and E-mail address                                 |   |  |
|  Daytime |  Evening |  Mobile |
| E-mail address  |   |  |