

Chief Executive's Officer
Revenues & Benefits Manager: Nicola Gemmell



Revenues & Benefits Service

P.O. Box 31, Ayr KA7 2PL

Tel: 0300 123 0900 Fax: (01292) 612579

Email: council.tax@south-ayrshire.gov.uk

Reference:

Date :

If phoning or calling ask for Council Tax

Name _____

Address _____

Dear Sir / Madam

Council Tax Exemption Application

Subject Address :

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1992 (as amended), a dwelling house may be exempt from Council Tax, water and sewerage charges, **for a maximum period of TWELVE MONTHS** if it falls within the category shown below.

CLASS 8 - AN UNOCCUPIED HOUSE WHERE:

- The property is incapable of being lived in; and
- The property is undergoing, or has undergone, since the last day it was occupied, either major repair work (including structural repair work) to render it habitable or structural alterations; and
- No more than 12 months have elapsed since the day it was last occupied; and
- No more than 6 months have elapsed since the repairs or alterations were substantially completed

Name _____

Postal/Current Address _____

Property Address _____

Daytime Contact No _____ **Email Address** _____

My address during the period of the claim _____

I consider exemption should apply from _____ **To** _____

THE FOLLOWING ITEM(S) OF DOCUMENTARY EVIDENCE ARE REQUIRED TO SUPPORT YOUR APPLICATION AND SHOULD BE RETURNED, TOGETHER WITH THIS APPLICATION, WITHIN 28 DAYS. PLEASE NOTE, EXEMPTION WILL NOT BE GRANTED UNLESS SUPPORTED BY DOCUMENTARY EVIDENCE.

1. Copy of your Council Tax demand for your main residence, if out with South Ayrshire; AND
2. Where renovations include structural alterations, copies of Building Warrant, Planning Permission Certificate or any other document issued by the Building Control Dept of the Council; AND
3. Copies of builder's estimates / schedule detailing the actual work required, with confirmation of the exact date the work commenced and expected completion date; OR
4. If the work is being undertaken personally, copy receipts for materials with written statement detailing proposed work and expected schedule for this.
- 5.

I declare that the information on this form is true and complete and I authorise South Ayrshire Council to verify the details. If exempt status no longer applies I undertake to notify South Ayrshire Council within 21 days of this occurring.

I UNDERSTAND THAT FAILURE TO PROVIDE THIS INFORMATION IS AN OFFENCE WHICH MAY MAKE ME LIABLE FOR AN INITIAL FINE OF £50 AND £200 FOR EACH SUBSEQUENT OFFENCE.

SIGNATURE: _____

DATE: _____