



NORTH AYRSHIRE
COUNCIL

Explanatory Leaflet for Council Tax Exemption for Church Manses

An unoccupied property may be exempt from Council Tax and Water Service Charges indefinitely if the unoccupied property is held by a religious body for occupation by a minister of religion as a residence to perform the duties of that office.

To apply for an exemption please supply the details requested, sign the declaration and return this form to the address shown below, together with any supporting documentary evidence.

If you qualify for an exemption, we will send you a replacement Council Tax bill showing the reduced sum due. If the claim is unsuccessful or we require further information we will contact you.

Review of the Exemption

The exemption will continue for the specified period providing the qualifying criteria are being met. However, North Ayrshire Council will conduct a review of the circumstances by contacting you by telephone or e-mail. If at any time you believe the reduction no longer applies then you must contact the Council immediately.

Do you need Help with this Form?

If you have any questions regarding this application please telephone **0845 603 0592** from 08.30am to 05.30pm Monday to Friday. You can also visit the public enquiry desk on the ground floor, Cunninghame House, Irvine from 09.00am to 04.45pm Monday and Tuesday, 10.15am to 04.45pm on Wednesday, 09.00am to 04.45pm on Thursday and 09.00am to 04.30pm on a Friday or use the Contact Us facility on the Council's web site.

What do you think?

We value the opinions of our customers. This form has been designed to be in plain, jargon free language however, if you find any of the sections difficult to understand or complete please let us know by completing the suggestion box at the end of the form.

Council Tax Reference No.	
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> Please supply the following telephone numbers in case we need to contact you regarding this application.

Daytime Telephone No.	
Evening Telephone No.	
Email address.	

> Section 1: To be completed by the person liable for Council Tax

What is your full name?	
What is the full postal address including the postcode of the property?	
What is your full postal address including postcode for correspondence? (if different from above)	
Please supply the dates from which you consider the exemption should apply.	From: To:

➤ **Section 2: Documentary Evidence**

Documentary Evidence
<p>Please attach in support of this application documentary evidence as to the status of the property:</p> <p>➤ Confirmation by the Church Officer such as existing minister that the house is unoccupied and held for occupation only by another minister etc.</p>

Declaration	
<p>I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my Council Tax.</p> <p>I understand that the deliberate provision of false information in order to achieve financial gain is a criminal offence and you may check the information with other sources as allowed by the law.</p> <p>I understand that any information I have provided will be used in the administration of my Council Tax account. You may give information to other parties if the law allows this.</p>	
Signature of liable person	
Date	

What do you think?

Was the form easy to complete?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was the form easy to understand?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was there any information not included on the form which you would like to see included?	
Do you have any suggestions on how the form could be improved?	