

Explanatory Leaflet for Council Tax Exemption for A new or existing property which is empty and unfurnished.

The maximum period of exemption for a new or existing property which is empty and unfurnished is six months. In the majority of cases a six month exemption will be calculated from the start date of the exemption claim. However, it is important to note that if an exemption has been awarded against the property then that previous empty period may count towards that six months. The only time where this does not apply is where the property has been occupied or furnished for 6 weeks or more immediately before the start date of your claim.

If the property is still unoccupied and unfurnished after six months, a 50% discount will be awarded for a further six months after which the discount will be reduced to 10%. These discounts are applicable to the Council Tax charge only for a property and are not applicable on the water and wastewater charges.

The following form has been split into three sections as detailed below. Only complete the section which is relevant to your circumstances.

Section 1 Complete this section if you and your family now live in another house. This excludes moving in with a new partner, relative or friend please see **Section 2** for this.

Section 2 Complete this section if you and your family have now moved in with a new partner, friend or relative.

Section 3 Complete this section, if you have purchased or rented an unfurnished property and do not intend to move in immediately.

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 telephone or write to 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 email. 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.

Section 1: Please complete this section if you and your family now live in another house (excludes moving in with a new partner, friend or relative)

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	

- > **To be completed by the person liable for Council Tax**

What is your full name?		
What is the full postal address including postcode of the property that is empty?		
What is your new address including postcode?	(If you have moved out of North Ayrshire and are liable for Council Tax at your new address please supply a copy of your Council Tax bill for your new property. Alternatively, if you are not liable for Council Tax please supply written confirmation from the liable person that you are living with them)	
What date did the property become unoccupied?	From:	To:
Was the property completely unoccupied and substantially unfurnished from the above date? If NO, please specify which furnishings were left in the property.	YES <input type="checkbox"/>	NO <input type="checkbox"/> (Please tick)
What is the reason for property being unoccupied?		

Please now go to the declaration on the last page of this form and sign and date it.

Section 2: Please complete this section if you and your family have now moved in with a new partner, friend or relative.

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.	

> **To be completed by the person liable for Council Tax**

What is your full name?	
What is the full postal address including postcode of the property that is empty?	
What date did the property become unoccupied?	From: _____ To: _____
Was the property completely unoccupied and substantially unfurnished from the above date? If NO, please specify which furnishings were left in the property.	YES <input type="checkbox"/> NO <input type="checkbox"/> (Please tick)
What is the reason for the property being unoccupied?	
What is your new address including postcode?	(If you have moved out of North Ayrshire and are liable for Council Tax at your new address please supply a copy of your council Tax bill for your new property. Alternatively, if you are not liable for Council Tax please supply written confirmation from the liable person that you are living with them)

Please give the full name(s) of the person(s) you have moved in with.	
What is your relationship to this person(s)?	Partner <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/>
Please confirm the date you moved in with your partner/relative/friend.	

Please now go to the declaration on the last page of this form and sign and date it.

> **Section 3: Please complete this section if you have purchased or rented an unfurnished property and do not intend to move in immediately.**

Council Tax Reference No. This is the reference for the property you have purchased or rented.	
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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:	

➤ **To be completed by the person liable for Council Tax**

What is your full name?	
What is the full postal address including postcode of the property that is empty?	
What date did the property become unoccupied?	From: _____ To: _____
Was the property completely unoccupied and substantially unfurnished from the above date? If NO, please specify which furnishings were left in the property.	YES <input type="checkbox"/> NO <input type="checkbox"/> (Please tick)
What is the reason for the property being unoccupied?	
Please supply the date the property was purchased / your tenancy started?	
If you are renting the property please confirm the full name and postal address of the Landlord.	

<p>Please confirm where you will be living during the empty period.</p>	<p>(If you are living outside North Ayrshire and are liable for Council Tax at an address please supply a copy of your Council Tax bill for your property. Alternatively, if you are not liable for Council Tax please supply written confirmation from the liable person that you are living with them)</p>
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➤ **Please now sign and date the declaration below.**

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>	
<p>Signature of liable person</p>	
<p>Date</p>	

What do you think?

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