



**NORTH AYRSHIRE**  
COUNCIL

## **Explanatory Leaflet for Council Tax Exemption for Periods between Tenants (LL)**

An unoccupied and unfurnished property may be exempt from Council Tax and Water Service charges. The maximum period of exemption is six months. In the majority of cases exemption will be calculated from the start date of the empty claim. However, it is important to note that if exemption has already been awarded against the property then that previous empty period may count towards the six-months. The only time this does not apply is where the property has been occupied or furnished for 6 weeks or more immediately before the start date of the claim.

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 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.

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	
Mobile Telephone No.	Please indicate if you would like to receive contact by text regarding your application. YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick)

**> Section 1: 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 empty property?	
What is your correspondence address including postcode?	
Please supply the dates from which you consider the exemption should apply.  From:  To:	
Please confirm your home address including postcode :	
Please confirm the reason for the property being empty and unfurnished.	

> **Section 2: Documentary Evidence**

**Documentary Evidence**

All applications must be supported by documentary evidence chosen from the list below. Failure to supply such evidence will result in the application being refused.

- A letter from a neighbour confirming the property has been completely unoccupied and unfurnished during the period of the claim.
- A letter from the incoming tenant confirming they have leased the property unfurnished.
- Copies of adverts from the local press confirming the property is/was being advertised for let as unfurnished.
- Any other documents which you believe proves that the dwelling is empty and unfurnished this can include photographs. Please note that photographs should be either printed and enclosed with the application or emailed to [counciltax@north-ayrshire.gov.uk](mailto:counciltax@north-ayrshire.gov.uk). They should not be provided on a disc or memory stick.
- If the property has been purchased to sell on / let at a future date e.g. after renovation a letter confirming this is sufficient.

**Declaration**

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.

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.

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.

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?	