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Phone: 01283 595795

E-mail: customer.services@south-derbys.gov.uk

Jeśli chcieliby Państwo otrzymać ten dokument w innym języku lub potrzebują Państwo usług tłumacza, prosimy o kontakt. Informacje te są również dostępne na życzenie w wydaniu dużym drukiem, w alfabecie brajla lub w wersji audio.

如果你需要这份文件的中文翻译·或者需要传译员的帮助·请联系我们。这些数据也备有大字体印本、盲人点字和录音带，欢迎索取。

ほかの言語でこの文書をご希望の場合、もしくは通訳サービスをご希望の場合はご連絡ください。

またこの情報は、ご要望により大きなプリント、点字版、また音声形式でも承っております。

यदि आपको ये दस्तावेज किसी दूसरी भाषा में चाहिये, या किसी दुभाषिये की सेवाओं की जरूरत है तो हमें सम्पर्क करने की कृपया करें। ये जानकारी माँग करने पर वड्डे अक्षरों, ब्रैल या आडिओ के रूप में भी उपलब्ध करवाई जा सकती हैं।

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ਼ ਕਿਸੇ ਦੂਸਰੀ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਾਂ ਕਿਸੇ ਦੁਭਾਸ਼ੀਏ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾ ਕਰੋ ਜੀ ਇਹ ਜਾਣਕਾਰੀ ਮਿਗ ਕਰਨ ਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ ਜਾਂ ਆਡਿਉ ਦੇ ਰੂਪ ਵਿਚ ਵੀ ਉਪਲੱਬਧ ਕਰਵਾਈ ਜਾ ਸਕਦੀ ਹੈ।

اگر آپ یہ ڈاکیومنٹ کسی اور زبان میں چاہتے ہیں، یا اگر آپ کو کسی ترجمان کی خدمات درکار ہوں، تو براہ کرم ہم سے رابطہ کریں۔ درخواست کرنے پر یہ معلومات بڑے پرنٹ، بریل یا آڈیو فارمیٹ میں بھی دستیاب ہیں۔



**South
Derbyshire
District Council**

Council tax Empty properties and exemptions



Introduction

This leaflet explains how the rules of Council Tax apply when a property is unoccupied.

- The Council Tax is based on the assumption that there are two adults living in the property.
- Certain types of properties can be exempt.
- No Council Tax is payable for the first six months after the property becomes empty and unfurnished.
- If the property has already been empty for six months and is sold, the new owner does not receive a further six months free . The full charge is immediately payable by the new owner.
- If a property remains furnished when the occupier leaves a 90% charge starts straight away.
- If a property only has items such as fitted kitchens and bathrooms or carpets and curtains this is not classed as furnished.
- The owner, or tenant (if there is a lease for at least six months), will be liable for the charge while the property is empty. A 90% charge applies if the property is furnished and a full charge applies if the property is empty and unfurnished.

Information on entitlement

A property will qualify for an exemption if it is listed within either section 1 or section 2 overleaf.

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Declaration

I declare that the details given on this form are true and accurate to the best of my knowledge and belief.

Signed:

Name – if different from above
(in block capitals):

Date:

Please complete the form and return it to:
Customer Services/Revenue,
South Derbyshire District Council,
Civic Offices, Civic Way,
Swadlincote, Derbyshire, DE11 0AH.

Application form

Name of Tax Payer:

Address of property:

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Reference No.

Exemption type applied for:

Details (*continue on separate sheet if required*) and any required supporting documents as laid out on section 1 and 2

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1. Unoccupied properties

Uninhabitable property

Where the property requires major repair works to render it habitable, or is undergoing structural alterations. To qualify for this exemption property needs to be unfurnished. The lack of a kitchen, bathroom or connection of services does not qualify. Evidence of work to be done is required by way of photographs, surveys, schedule of work etc. This exemption lasts for a period of 12 months only.

Persons receiving care

Where the property has been left empty by someone who now lives permanently in a hospital, nursing home or any other place to receive care and the property was that person's sole or main residence before they moved and it has since not been occupied by somebody else and they still own the property. This exemption will only apply when the move to a hospital/care home etc. is permanent. The name and address of nursing home, hospital or other place where they are receiving care is required.

Persons providing care

Where the property has been left empty by someone who has changed their sole or main residence to provide care. A temporary absence to provide care will not change a person's sole or main residence and therefore will not qualify for the exemption. Please provide the address where care is being provided and the nature of the care being provided.

Deceased persons

Where the property has been left empty by a deceased person and the estate still owns the property. The exemption will only last six months after the granting of probate or letters of administration. If the property is legally transferred to somebody else the exemption will no longer apply.

Prohibited by law

Where the property cannot be legally occupied or the property is kept empty by law with a view to prohibiting occupation or acquiring it.

Left empty by students

Where the property is empty and was previously occupied by one or more students and the Council Tax payer has always been a student since leaving the property. The definition of a 'student' is contained in the Student Discount leaflet.

Reposessed properties

Where the property is empty and has been reposessed by the Mortgagee. The account will remain in the name of the mortgagor until the property is sold but the exemption means that no Council Tax is due. A copy of the repossession certificate will be required.

Granny annexes – empty

Where the premises forms part of a single property with another dwelling and cannot be let separately due to planning law.

2.Occupied properties

Minors

Where the property is occupied by only under 18's. In this case the demand will be in the name of the owner but with an exemption.

Granny annexes

Where the premises forms part of a single property with another dwelling i.e. granny annexe and the premises is occupied by a dependant relative of the other occupier. A relative is classed as a spouse, parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew or niece.

A relative is classed as dependant if they are either:

- aged 65 or more
- severely mentally impaired
- substantially and permanently disabled

Frequently asked questions

How do I get this relief?

If you consider that you would qualify for the exemption then please complete the application form and return it to the address shown on the back of this leaflet along with the supporting documentation.

Do I have to inform the Council of any changes?

Yes If the property no longer qualifies for the exemption i.e. renovation work is completed then you must inform the Revenue and Benefit Section.

Can I appeal if I disagree with the Council's decision?

Yes If you wish to make an appeal then write to the Revenue and Benefit section saying why you think the decision is wrong.

Do you require more information?

If you require more information then please contact the Revenue and Benefit section.

Phone (01283) 595795

Post Customer Services/Revenue, South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 OAH.

Other leaflets available in this series

- Living Alone Relief
- Student Discount
- Carers Discount
- Severely Mentally Impaired Discount
- Other Discounts
- Relief for persons with Disabilities
- Non Domestic Rates

To obtain any of the leaflets mentioned above please contact the Revenue Collection Section as above.