# COUNCIL TAX

# Exemption Application – Unoccupied and Unfurnished Property

**Please read guidance notes overleaf before completing and returning this form**

Council Tax reference number:

Property reference number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name of liable person(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of empty property:

Address of main residence

for each liable person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If your main residence is not in Dumfries and Galloway you must supply documentary evidence of your liability there in support of your application for example, a copy of your current Council Tax bill**

Daytime telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date property became unoccupied: \_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Date property became unfurnished: \_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

Date claim to end on: \_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

**Declaration - To be signed by the liable person**

Ideclare that the information on this application is correct**.** I will notify you immediately

of any changes that might affect my Council Tax.

I understand that giving false information is an offence for which a penalty can be imposed 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 where the law allows this.

Signed: Date:

**Please note an officer of the Council may contact you with a view to arranging a visit to the property**

**Guidance Notes**

The maximum period of exemption for a new or existing property which is unoccupied and completely unfurnished, with the exception of fixtures and fittings.

In the majority of cases a six month exemption will be calculated from the start date of an exemption claim. However, it is important to note that this exemption is based on the property not on the individual. If the previous liable person has already qualified for all or part of this exemption, and the property has not been occupied for a minimum of 3 months from the last period of exemption, you are only entitled to the remaining exemption up to the time limit stated.

If the property is still unoccupied and unfurnished after six months you can apply for a discount. The discount is applicable to the Council Tax charge only and is not applicable on water and wastewater charges.

**The property must be completely unfurnished with the exception of fixtures and fittings.**

If you qualify for an exemption we will send you a change of liability notice. Your Council Tax remains payable as previously advised until your application has been assessed and exemption granted. We will notify you in writing if your application is unsuccessful. You have the right to appeal such a decision.

For further information or advice please contact:

Dumfries and Galloway Council, Enabling and Customer Services, Local Taxation Team, PO Box 9089, Dumfries, DG1 9EB

Telephone number 030 33 33 3005, Email [Council.Tax@dumgal.gov.uk](mailto:Council.Tax@dumgal.gov.uk) or visit our website  [www.dumgal.gov.uk/counciltax](http://www.dumgal.gov.uk/counciltax)

**Now hand this form into your nearest Council Customer Service Centre, post or email it using details the above details.**

The Data Controller of the personal information being collected and processed is **Dumfries and Galloway Council**. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information that will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

**Dumfries and Galloway Council Contact Details:**

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: contact@dumgal.gov.uk

Telephone: 0303 333 3000

**Data Protection Officer’s Contact Details:**

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: dataprotection@dumgal.gov.uk

Telephone: 01387 260315

Dumfries and Galloway Council are collecting your data to allow us to administer and collect Council Tax.

The Council need to collect your name, your address and the names of any other adult residents of your address.

The legal basis for collecting your data is that we have a legal obligation under the Local Government Finance Act 1992 to administer and collect Council Tax. As the data we collect is a statutory requirement, if you do not provide your personal details your liability for Council Tax may be incorrect.  
  
The Council may, based on your circumstances, collect data concerning your health. This allows us to assess disregards and/or reductions to which you may be entitled. The legal basis for processing this data is that it is necessary for reasons of substantial public interest as we have a duty to protect public funds and ensure disregards/reductions are applied correctly.

Your information may be sharedinternally with other Council Departments, externallywith other local authorities, externally with organisations responsible for auditing the Council, externally with Credit Reference Agencies, externally with the Department for Work and Pensions. We share this information to allow us to ensure your liability for Council Tax is correct and to enable collection of Council Tax. Your data will be stored in accordance with Council Tax recovery procedures, and for a minimum of 7 years.To keep your data secure, it will be held on a password-protected network; with access restricted to staff that have a business need to access your data.

You have the:

* Right to be informed
* Right to access
* Right not to be subject to automated individual decision-making, including profiling
* Right to object or restrict processing
* Right to data portability
* Rights to correction and deletion

You have a responsibility to contact Dumfries and Galloway Council to update your information if it changes.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner’s Office (ICO):

Address: Information Commissioner’s Officer, Wycliffe House, Water Lane. Wilmslow, Cheshire

Telephone: 0303 123 1113