

**Please complete and return this form to:**  
 Revenues, Benefit & Customer Services  
 District Council House, Frog Lane,  
 Lichfield, Staffordshire, WS13 6YX

Your Name:  
 Your Address:

Web Download  
 Customer Services: 01543 308900  
 Email: [Revenues@LichfieldDC.gov.uk](mailto:Revenues@LichfieldDC.gov.uk)

Account reference number:

## Application for discount on an unoccupied dwelling or property exemption

### Property Address:

Name of owner				
Address of owner if different from above:				
Contact address				
Is the property occupied	YES		NO	
If occupied, state name(s) of person(s) normally resident there:				
If unoccupied, state the date the property became vacant				
Is the property furnished ?	YES		NO	
If the property is unfurnished, state the date the furniture was removed:				

Please state which class of empty property or other exemption you think is applicable: <b>(See detailed list)</b>	<b>Vacant dwelling type:</b>	<b>Other exemption:</b>
	Please state reason why you believe this class is applicable:	



**DECLARATION:**

I declare that the information given above is true and accurate to the best of my knowledge.  
I understand I must notify you of any change of circumstances which may affect any discount I receive within 21 days and failure to do so may result in a penalty being incurred. I understand it is a criminal offence to supply false information or receive a discount I am not entitled to.

**You should continue to pay in accordance with your latest bill until you are notified of any decision.**

Signature		Date	
Print			
Contact Number			
Email address			

**Data Protection and General Data Protection Regulation (GDPR)**

The law allows us to process your ordinary personal data either because it is necessary to do so to perform a task carried out in the public interest, or in the exercise of official authority vested in us. Please read our privacy notice at [www.Lichfielddc.gov.uk/rbprivacy](http://www.Lichfielddc.gov.uk/rbprivacy) on how we will use your personal data and who we may share it with.



Section 4 Local Government Finance Act 1992

Council Tax (Exempt Dwellings) Order 1992 as amended

Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012

Please find below details of the classes of discounts and exemptions

Class	Description and Criteria
<u>Presc. C</u>	Please be aware from 01 April 2019, unoccupied and unfurnished dwellings will no longer receive a two-month council tax exemption. Furthermore, any property that has continuously been unoccupied and unfurnished for more than two years on or after 01 April 2019, will pay an additional council premium of 100% - therefore paying a 200% charge. This is designed to encourage owners of empty properties to bring them back into use.
<u>Presc.D</u>	<b><u>Vacant dwellings where major works or structural alterations are required or under-way.</u></b> A separate application form is available for this discount. A 50% discount may be awarded for a maximum period of 12 months for major structural works. Cosmetic works such as redecorating or fitting a new bathroom/kitchen etc is not relevant for this discount and will not qualify. <b><u>If the property has been continually unoccupied and unfurnished for 2 or more years and subject to a long term empty premium no structural alterations discount can be awarded.</u></b>
<u>B</u>	Vacant dwellings owned by a charity or body set up for charitable purposes. Applies to <b><u>unoccupied</u></b> dwellings for a maximum of 6 months from last date of occupation by the charity.
<u>F</u>	A dwelling left vacant by a deceased person who was the last occupant of the property unless the dwelling was specifically bequeathed to another party in the deceased will/testament. This applies to <b><u>unoccupied</u></b> dwellings which form part of the deceased estate and will apply until 6 months after probate has been granted. The dwelling must be continually unoccupied since the date of death or occupied for a period of less than 6 weeks.
<u>G</u>	Applies to <b><u>unoccupied</u></b> dwellings where occupation is prohibited by law.
<u>H</u>	Vacant clergy dwellings. Applies to <b><u>unoccupied</u></b> dwellings held for occupation by a minister of religion.
<u>I</u>	Dwellings left vacant by people receiving care. Applies to <b><u>unoccupied</u></b> dwellings where the person(s) who would be liable to pay council tax now have their sole and main residence in another place other than a hospital or care home. They are receiving care for the reasons of old age, disablement, illness, drug abuse or a mental disorder.
<u>J</u>	Dwelling left vacant by people providing care. Applies to <b><u>unoccupied</u></b> dwellings where the person(s) who would be liable to pay council tax have changed their sole or main residence to another place for the purpose of providing personal care as in the class above.
<u>K</u>	Dwellings left vacant by students. Applies to <b><u>unoccupied</u></b> dwellings which were last occupied as the sole and main residence of students, and every qualifying person is a student/ was a student or has become a student within six weeks of their last date of occupation.
<u>L</u>	Repossessed dwellings. Applies to dwellings which are <b><u>unoccupied</u></b> and the where the mortgagee is in possession.
<u>M</u>	Halls of residence. Applies to <b><u>occupied</u></b> dwellings provided predominantly for the accommodation of students.
<u>O</u>	Armed forces accommodation. Applies to <b><u>occupied or unoccupied</u></b> dwellings held for armed forces accommodation.
<u>P</u>	Accommodation for visiting armed forces. Applies to dwellings <b><u>occupied</u></b> by visiting armed forces.
<u>Q</u>	Dwellings left vacant by bankrupts. Applies to <b><u>unoccupied</u></b> dwellings left by a person declared bankrupt under the Bankrupt Act 1914 or Insolvency Act 1986
<u>R</u>	Vacant pitches or moorings. <b><u>Unoccupied</u></b> pitches or moorings (the pitch or mooring is liable for council tax not the caravan or boat).
<u>S</u>	Occupied by minors. Applies to dwellings <b><u>occupied</u></b> only by persons aged under 18 years.
<u>T</u>	Vacant annexes - Separate application form to be completed.
<u>U</u>	Severally mentally impaired. Applies to dwellings <b><u>occupied</u></b> only by persons deemed to be severally mentally impaired within the meaning of the act and who but for this would be liable to pay council tax.
<u>V</u>	Accommodation of diplomats. Applies to dwellings <b><u>occupied</u></b> by persons who fall under the Diplomatic privileges Act 1964 or other qualifying criteria.
<u>W</u>	Granny annexes. Applied to annexes <b><u>occupied</u></b> by an elderly or disabled relative. This being 65 years or older / disabled and of a blood line relative - Separate application to be completed.

