

Revenues & Benefits Division, Resources Department,
Municipal Offices, Civic Centre, Ebbw Vale, NP23 6XB

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COUNCIL TAX – EXEMPT DWELLING APPLICATION FORM

Account No.	Property No.
1) Property Address	
House No. / Name, Street Name Village Town County NP23 5BS	
2) Reason for claim (see note 1)	
Please provide any additional information Which may support your claim (see note 2)	
3) Date the property became unoccupied (See note)	
4) Date the property became unfurnished (See note)	
5) Name of the owner of the property	
6) Present address of the Owner	
7) Signed	
8) Telephone number	
9) Date	

N.B. * FAILURE TO NOTIFY THE REVENUE AMENDMENT SECTION OF ANY CHANGE IN CIRCUMSTANCE WHICH MAY AFFECT THE ABOVE, MAY LEAD TO A FINE OF AT LEAST FIFTY POUNDS BEING IMPOSED.

***Please read the notes overleaf carefully before completing this form**

COUNCIL TAX – EXEMPT DWELLINGS

Notes for Guidance

NOTE 1. In BOX 2) overleaf, please enter the letter(s) that indicate the reason for your claim for exemption from Council Tax.

- 1) A vacant dwelling which requires or is undergoing major repair works or structural alterations to make it habitable
- 2) An unoccupied dwelling owned by a charity
- 3) A vacant dwelling that is both unoccupied and unfurnished
- 4) An unoccupied dwelling that has been left unoccupied by a person currently in prison
- 5) An unoccupied dwelling left unoccupied by a patient who is permanently in a hospital, nursing or care-home
- 6) An unoccupied dwelling left empty by a deceased person
- 7) A dwelling where the occupation is prohibited by law
- 8) An unoccupied dwelling which was last used by the clergy
- 9) A dwelling left unoccupied by a person receiving care elsewhere
- 10) A dwelling left unoccupied by a person who is living elsewhere, to provide care for another person
- 11) A dwelling left unoccupied by students
- 12) An unoccupied dwelling that has been repossessed by a mortgagee or a trustee in bankruptcy
- 13) Halls of residence for the accommodation of students
- 14) A dwelling occupied only by students
- 15) A dwelling held for the purpose of occupation by the armed forces
- 16) A dwelling occupied by a member of a visiting force
- 17) A dwelling left empty by a bankrupt
- 18) An unoccupied caravan pitch or boat mooring
- 19) A dwelling occupied only by persons under 18 years of age
- 20) An unoccupied annex
- 21) A dwelling occupied only by persons who are severely mentally impaired
- 22) A dwelling occupied only by diplomats
- 23) A 'granny' flat

NOTE 2 Additional information and/or documentary evidence may be required to support your application.

Please ask the Council Tax Section for more details.

For class A) please give brief details of works required and included with your application copies of Grant Approval, builders works schedules, bills for materials, etc. **THE MAXIMUM EXEMPTION PERIOD FOR CLASS A IS 12 MONTHS, A 50% CHARGE WILL THEN BE MADE.**

For classes B), C) and F) a 50% charge will be made after the dwelling has been vacant for more than 6 months. A further exemption period does not commence with a change of ownership for these classes.

For classes E), I) and J) please indicate the current address of the applicant and for class D the prison at which the last occupier is being held.

NOTE 3 Unoccupied means a dwelling in which no one lives

NOTE 4 Unfurnished means that the property is substantially unfurnished

NOTE 5 The current address of the applicant must be entered for all applications where the property is unoccupied. Failure to provide the alternative address may result in a delay in application being processed and any recovery action being continued.

Please ensure that you have signed and dated the application. An inspection and/or additional information may be required in certain circumstances. If you require help

with this form or any further information, please contact my Revenue Amendment Section at the address shown overleaf or by telephoning (01495) 355212.