



Guildhall
Marshall's Yard
Gainsborough
DN21 2NA
Telephone: (01427) 676676
Web: www.west-lindsey.gov.uk

Property reference

Account reference

Date of issue

Council Tax – Application for an Exception to the Council Tax Empty Home Premium

This application form requests details that are relevant in deciding whether a property can receive up to a 12 month exception to the council tax empty home premium.

The premium from 1 April 2019 is a 100% increase on the Council Tax due making the total charge 200% on properties that have been unoccupied and unfurnished for a period of at least 2 years.

Each case will be treated strictly on its own merits and all applications will be treated equally and fairly. You must fulfil at least one of the criteria overleaf to enable us to consider your application.

If you believe that you could qualify for an exception, please complete this form and return it to the Guildhall address shown above.

Data Protection – We are asking for this information in accordance with the provisions of the Council Tax (Administration & Enforcement) Regulations 1992 (Reg.3) and the Data Protection Act 2018 Paragraph 2, Schedule 2. It will be used to help us determine your liability for and collect your Council Tax. It may be shared with other Sections of this Council, with other Councils and with other public bodies to determine eligibility for Housing Benefit, liability for Council Tax, to collect Council Tax, to assess and collect other Taxes and Duties, to help detect and prevent fraud, to help detect and prevent crime and to carry out public duties.

West Lindsey District Council Privacy Notice

To find out more about why we need your information, what we will do with it and how to contact us if you have any concerns or questions please read our 'privacy notice' <https://www.west-lindsey.gov.uk/privacy/>
For Revenues specific concerns or questions please read our Revenues Privacy Notice <https://www.west-lindsey.gov.uk/privacy/revenues-privacy-notice/>

If you require a written copy of either of these statements please contact the Customer Service team on 01427 676676

DECLARATION AND SIGNATURE

WARNING: Deliberately giving false information could lead to prosecution

I declare that the information I have given on this form is complete and accurate to the best of my knowledge and I understand that West Lindsey District Council may check the information given.

Signature:

Date:

Full name in capitals:

APPLICATION FOR AN EXCEPTION TO THE COUNCIL TAX EMPTY HOME PREMIUM

PLEASE COMPLETE THIS FORM IN BLACK INK

Council Tax Account Reference Number

Name of Applicant (i.e. Council Tax Payer)

Property Address

Correspondence Address

Daytime telephone number (including area code)

1 Owners who are genuinely attempting to sell or let their property which has been vacant for at least 2 years:

- a. Please provide details of any professional advice and assistance that has been obtained?

(it would be expected that when a property has been vacant for 2 years or more that a professional agent would have been engaged – written proof that the property is up for sale is required)

- b. Have any offers to purchase or rent the property been received?

YES

NO

- c. If yes, why were those offers refused?

(written confirmation of the reason for refusal will be required from a professional agent)

d. Is the sale price or rental in line with recent sale or rental prices for similar properties in the area? Please provide comparisons

e. Has the property been put for sale by public auction?

YES

NO

If yes, please provide the date of the auction: _____

2 Owners who are experiencing particular legal or technical issues preventing the sale or let of the property

a. Is there a legal difficulty which is preventing the sale or let of the property?

YES

NO

(If yes, a solicitor's or Legal Conveyancer's letter will be required in evidence detailing the reasons preventing the sale or let)

b. Is the sale or let being delayed by the actions of a public body?

YES

NO

(If yes, full details must be provided)

3 Owners who are in negotiation with the Empty Property team

(the Empty Property Officer will be required to confirm full details of the negotiations taking place)

Please provide details below of who is dealing with this matter and the date you first raised it with the Empty Property Officer:

**Please return your completed form to
West Lindsey District Council, Guildhall, Marshall's Yard, Gainsborough, Lincs. DN21 2NA**