



East Ayrshire
COUNCIL
Finance Service

**COUNCIL TAX PROPERTY EXEMPTION APPLICATION
PROPERTIES INCAPABLE OF HABITATION**

SUBJECT ADDRESS:	
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By law a property may be exempt from Council Tax (including Water/Sewerage charges) if it meets the undernoted conditions. Exemption may be awarded for a maximum period of twelve months.

QUALIFYING CONDITIONS - UNOCCUPIED AND UNFURNISHED HOUSE WHICH IS:

Incapable of being lived in because it is being structurally repaired, improved or reconstructed.

(Please note exemption is only applicable for the period work is ongoing)

The following criteria must also be met:

- No more than 12 months have elapsed since the property was last occupied.
- No more than 6 months have elapsed since the major work or structural repair to the property was completed.

I consider exemption should apply from ____/____/____ to ____/____/____ and I attach in support of this application, documentary evidence as to the status of the property, for example:

- Builder estimates. (These should state the date work was carried out on the property),
AND
- Internal photographs showing the condition of property; **OR** a Building Warrant.

Please also provide the address you were residing at during the period of your claim, together with proof as shown below

**COUNCIL OFFICES
JOHN DICKIE STREET
PO BOX 13
KILMARNOCK, KA1 1BY
TEL: 01563 554400
FAX: 01563 554818**

If you were residing outwith East Ayrshire during the period of your claim please supply one of the following:

- Copy of a Council Tax bill, or
- Copy of a bank statement for your alternative address, or
- Letter from the owner/sole tenant confirming you are/were residing there

(Please tick the relevant box above)

Reference:

PLEASE NOTE: PROPERTY EXEMPTION WILL NOT BE GRANTED UNLESS SUPPORTED BY DOCUMENTARY EVIDENCE

Applicant's declaration

I declare that the information I have provided on this Application Form is true and complete and authorise East Ayrshire Council to verify the details as necessary. I will notify East Ayrshire Council within 21 days of the Exemption no longer being applicable. I understand that failure to notify the Council of this is an offence that may make me liable for a penalty of £50.00.

Signature: _____ Date: ____ / ____ / ____

Name: _____ Tel: _____
(Please print in block capitals) (In case we need to call you)

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