

UNOCCUPIED
& UNFURNISHED

Exemption claim form

CARLISLE
CITY COUNCIL



www.carlisle.gov.uk

**How TO
PAY LESS
COUNCIL
TAX**

Name

Address

.....

..... Post Code

Date of Issue:

Council Tax Exemption Class C - Unoccupied and Unfurnished for up to 6 months

- You may be entitled to a 100% exemption as your property is unoccupied and substantially unfurnished.

The exemption will only be awarded if it is claimed in writing.

In the circumstances I must ask you to complete the declaration below and return this form in the enclosed pre-paid envelope provided without delay. Please note that this exemption applies for up to 6 months from the date the furniture is removed from the dwelling. The exemption will cease at the end of the 6 month period, or earlier if furniture is placed in the property.

However, if the circumstances do not change, a 50% discount will apply at the end of the 6 month period.

Want to know more?

- If you have any questions at all about the Council Tax Exemption just ask and we will be pleased to help you.
- Call in or write to the Revenues & Benefits Services, Civic Centre, Carlisle CA3 8QG.
- Or, if you prefer, telephone us on **01228 817200**

DO YOU WANT TO CLAIM? if 'YES' sign the declaration

PLEASE NOTE

The claim must be made by the person liable to pay the bill (or by an agreed representative).

DECLARATION

Account Ref:

Property Address:

I confirm that the above property became unoccupied and was substantially unfurnished with effect from (exact date required)

Please note that the City Council may visit this property before considering your application to establish that it is unoccupied and substantially unfurnished.

Photographs of the property may be taken to support the granting of the exemption.

Signed:

Date:

Full Name:

Tel No.:

Please note that it is in offence to knowingly supply false information or deliberately misleading information

We may allow access to Council Tax Information to other parties such as the Electoral Registration Officer, Police, Child Support Agency, Inland Revenue etc. as allowed by law.