

## COUNCIL TAX APPLICATION: EMPTY DWELLINGS OWNED BY CHARTIES (CLASS B)

This form must be completed by the organisation who wish to apply for the above exemption. The organisation must be able to meet the requirements set out in Council Tax legislation\* for a property to be eligible for a Class B exemption. **Please complete all parts in BLOCK CAPITALS**

### PART 1 – Organisation and property details

Name of organisation:

Organisation Address:

Property Address:

Account Number:

Date property became unoccupied:

If now reoccupied, please supply date:

Full names/s of the occupier/s:

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### PART 2 – Evidence Requirements

To complete your application, please provide the following evidence. If you do not supply this information, we will be unable to process your application:

Details of your registration with the charity commission

A copy of your charity's aims and objectives

A copy of your previous tenant's tenancy agreement

**Please complete the Declaration over the page.**

### PART 3 – Declaration

The Council Tax legislation\* sets out four requirements which must be met for a property to be eligible for a Class B exemption:

- the dwelling must be owned by the body in question; and
- the body must be established for charitable purposes only; and
- the dwelling must have been unoccupied for a period of less than six months; and
- the last occupation must have been in furtherance of the objectives of the charity.

By completing this application, We/I declare that our organisation has met each of the four requirements in respect of this property and these dates.

Signature:

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Date:

Full Name:

Position in Organisation:

Contact Number:

Email:

\*(Exempt Dwellings) Order 1992 (SI 1992 No. 558), article 3, as amended by the Council Tax (Exempt Dwellings) (Amendment) Order 1994 (SI 1994 NO. 539), article 4a

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