

## **Council Tax Application: Premium Exceptions**

Milton Keynes City Council charges a premium on long-term empty properties. These are properties that have been unoccupied and unfurnished for at least one year.

Under certain circumstances the council will consider exceptions where a long-term empty property may not have to pay a Council Tax Premium. These exceptions are:

1. The property is being actively marketed for sale or let
2. The property is empty and undergoing major repairs
3. The property has undergone probate

This means, if the exception is agreed, you will pay the standard rate of Council Tax for up to 12 months before the premium is added to your Council Tax account.

Each application will be considered on its individual merits, ensuring equal and fair treatment throughout the administration of this scheme. Exceptions will not be considered without completing this application.

### **PART 1 – Applicant and Property Details**

Name:

Property Address:

Account Number:

Telephone Number

Email Address

Please confirm your relation to the property:

1. Owner
2. Tenant
3. Executor/representative of the estate of the property owner
4. Agent acting for the owner
5. Other – *please specify*

Date property became unoccupied:

Date the furniture was removed:

### **Need to contact us?**

counciltax@milton-keynes.gov.uk  
Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ  
[www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

## PART 2 – Criteria and evidence requirements

Please confirm which of the following qualifying exceptions you are applying for, ensuring you provide the requested information and evidence listed below:

**1. The property is being actively marketed for sale or let**

A property must be listed for sale or rent at a reasonable price. When assessing reasonableness, it's essential to justify the price by comparing it to similar properties in the area.

What is the property being marketed as:	Sale <input type="checkbox"/>
	Rent/Let <input type="checkbox"/>
Date property was put on the market for sale or rent:	
Name and address of estate/letting agent:	
Purchase Price/ Monthly Rent:	£
Any other information you wish to provide regarding the sale or letting of the property:	

*You must provide evidence that the property is advertised through an estate agent and that it is priced at a reasonable market value.*

**2. The property is empty and undergoing major repairs**

Where the property requires work to make the property fit for people to live in. The repair works must be required to render the property habitable, and the extent of those repairs will determine whether they are deemed 'major'.

When did the work start?	
Please provide details of the work that has already been completed:	

Please provide details of what works are still to be completed

--

Any other information you wish to provide regarding any delays in completing the work:

--

*You must provide evidence of both completed and outstanding work, along with reasons for any delays in the renovation process.*

**3. The property is undergoing probate**

The exception can be considered once probate or letters of administration have been granted. An exemption from payment of Council Tax is already available for up to 6 months after the grant of probate/letters of administration ( Class F exemption). An exception from the empty home premium may be applicable once this exemption ends and the property would then be subject to the standard rate of council tax and the premium not applied for up to 12 months

Date probate or letters of administration was granted:

--

Name and address of solicitors dealing with administration of the estate:

--

Is the property for sale:

Yes   
No

If yes, please provide details of the current position with the sale (e.g. Has an offer been accepted or contracts exchanged etc)

--

If No, Please provide details of what the future intention is for the property:

--

### **PART 3 – Additional Information**

Please use this space to supply any further additional information to support your application. If you need additional space to answer questions, please provide on a separate sheet

### **PART 4 – Declaration**

I confirm that the information given above is, to the best of my knowledge, true and accurate. I also undertake to notify the Council within 21 days of any change of circumstances which may affect my entitlement to the discount or exemption and that failure to do so may result in a £70 penalty being incurred. Milton Keynes Council collects and uses information about you to calculate and collect the Tax in accordance with The Local Government & Finance Act 1992. Full details about how we use this data and the rights you have around this can be found at [www.milton-keynes.gov.uk/privacy](http://www.milton-keynes.gov.uk/privacy)

Signature:

Date:

Contact Number:

Email:


**Milton Keynes City Council**

Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ

[www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)