

PLEASE RETURN TO:

NORTH LANARKSHIRE COUNCIL  
PO BOX 9060  
MOTHERWELL ML1 1PF



Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Chief Executive's Office**

Elaine Kemp  
Head of Financial Solutions  
PO Box 9060  
Motherwell  
ML1 1SH  
www.northlanarkshire.gov.uk

\*The above must be completed

Council Tax Reference: \_\_\_\_\_

(As per Council Tax Notice)

**COUNCIL TAX EXEMPTION : New or Existing House**

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1992 (as amended), a dwelling house may be exempt from Council Tax (including the water charge) if it falls within the category shown below.

**UNOCCUPIED AND UNFURNISHED HOUSE WHICH IS:**

1. A new or existing house. **(6 months maximum):**

I consider Exemption should apply effective from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ and I attach, in support of this application, documentary evidence that demonstrates that the property is both Unoccupied and Unfurnished, **for example:**

**Unoccupied**

- Proof of residence at an alternative address during the period concerned.
- Registered for Council Tax elsewhere in North Lanarkshire Council
- Copy of Council Tax Notice with another Authority
- Official document addressed to the applicant at another address during the period of the claim

**Unfurnished**

- Access to online marketing information
- Invoice from a Removal/Delivery Company
- Copy of Lease or Tenancy Agreement indicating that property was an unfurnished let
- Copy of Property Schedule indicating that there was no furniture (extras) as part of the sale.

- **Please supply the details requested, sign the declaration overleaf and return this form, together with any supporting documentary evidence, to the address shown above.**
- **Please note: Exemption will not be granted unless supported by evidence to verify your application.**
- **An inspection of your property may be required.**



**I DECLARE** that I will notify the Council within 21 days of any change in circumstances which may affect my liability e.g. exempt status no longer applies.

**NOTICE UNDER THE DATA PROTECTION ACT & INFORMATION GOVERNANCE**

It is an offence to give false information. Make sure that you understand what you have written before you sign the declaration. Any claim that is found to be fraudulent may be passed to the Procurator Fiscal and may be subject to criminal prosecution. We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of the information to prevent or detect crime or to protect public funds in other ways, as permitted by law. These third parties include Government Departments, Local Authorities and Credit Reference Agencies.

**NOTE: -** It would assist the Council if you notify the Head of Financial Solutions in the event of a change of address.

**SIGNATURE OF LIABLE PERSON :** \_\_\_\_\_ **DATE:** \_\_\_\_\_