

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX200027 Twickenham Tel:020 8891 1411
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk

Empty Properties Owned by Charities B

Your postal address:	Address of property if different to postal address: Council Tax Account Number (if known)
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I have been notified that the above property may be exempt from Council Tax. For an exemption to be considered you must complete, sign and return this form to the Council Tax Office.

Please read the attached guidance notes before you fill in the rest of the form.

If anyone occupies the property for a period of less than six weeks, their stay is ignored for Council tax purposes.

	Yes No
1. Is there anyone living in the above property ?	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>
If YES , how many people aged 18 or over, live there?,	<input style="width: 40px; height: 20px;" type="text"/>
and when did they move in?	day month year
If No, when did the property become empty?	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>
	Yes No
2. Was the property last occupied for the objectives of a charitable organisation?	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>
3. Name and address of organisation?	

4. Main objectives of organisation?

	Yes No
5. Is the organisation registered?	<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>
If yes, please give registration number	<input style="width: 300px; height: 20px;" type="text"/>
If exempted from registration, please state why.	

6. If the organisation is not registered or exempted from registration, please enclose any document setting out the organisation's objectives (if possible enclose a copy of the Audited Accounts.)

7. I declare that the information I have given is correct to the best of my knowledge.

Name:	Signature:	Date:
Position held:		

The information you give will only be used for the purposes of Revenues & Benefits administration. The Council Tax Office may need to check the information given.

**You must tell the Council Tax section of all changes which may affect your right to a discount.
Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.**

Exempt Properties

You do not have to pay any Council Tax on some types of home. These are known as **exempt** homes.

How to apply for an exemption

Exemptions are not given automatically.

To apply for an exemption, you need to fill an application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.

Exemption type B

Properties owned by charities

Homes are exempt when they are:

- unoccupied; **and**
- owned by a charity; **and**
- last occupied by the charity to help fulfil its objectives.

The exemption can last for up to **six months**, as long as all the above the conditions apply during that time.

You must tell us about any changes that would mean that the property is no longer exempt. For example if someone moves into the property, or the charity sells it.