

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX2000027 Twickenham Tel:020 8891 1411
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Properties Which Are Unfit To Live In G

Your postal address:	Address of property if different to postal address:
	Council Tax Account Number (if known):

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

1. Is there anyone living in the above property ? Yes No

If **YES**, how many people aged 18 or over, live there?,
and when did they move in?

day month year

day month year

If **No**, when did the property become empty?

Yes No

2. Is the property unfit to live in?

If **YES**, please give reasons:

3. Please give the date the property became unfit to live in:

Yes No

4. Is occupation prohibited by law ?

If **YES**, please give date of closing order

OR

Name and Address of Authority preventing occupation.

Please provide evidence confirming occupation is prohibited.

5. Please provide an address, other than the property, at which you may be contacted, if not above.

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

Name:	Signature:	Date:
Daytime telephone number:		

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.
WWW.RICHMOND.GOV.UK/FINANCE

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 G

Properties which by law, or by planning restriction, cannot be lived in

A property is exempt when:

- it is unoccupied because by law it is not allowed to be lived in, **or**
- it is unoccupied because of action being taken by a public body to buy it or to stop anyone living in it, or
- It is unoccupied because of action being taken by a public body to buy it or stop anyone living in it.

If the home is lived in illegally, for example by squatters, it will no longer be exempt. The illegal residents will be charged Council Tax.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that affect the exemption, for example the property is sold or someone moves in.