

Revenue Services

Urban Road

Kirkby in Ashfield

Nottingham

NG17 8DA

Tel: 01623 457400

[www.ashfield.gov.uk](http://www.ashfield.gov.uk/)

email: [revenues@ashfield.gov.uk](mailto:revenues@ashfield.gov.uk)

# Council Tax – End of Occupation form

PLEASE COMPLETE IN BLACK INK AND IN BLOCK CAPITALS – THANK YOU

## PART A – Change of Address – Vacation of property

|  |  |
| --- | --- |
| Full Name |  |
| Council Tax Account number |  |
| Address of property moved / moving from |  |

|  |
| --- |
| Date leaving / left property |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day | Month | Year |
| Date |  |  |  |

|  |  |
| --- | --- |
| New address |  |

## PART B – Please complete this section ONLY if you were renting the property that you have left

|  |
| --- |
| Date tenancy ceased: |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day | Month | Year |
| Date |  |  |  |

|  |  |
| --- | --- |
| Was the property rented furnished? | Yes / No |

|  |  |
| --- | --- |
| Name and address of landlord / agent |  |
| Telephone number |  |

## PART C – Please complete this section ONLY if you own(ed) the property you have left

|  |  |
| --- | --- |
| Has the property been sold? | Yes / No |

|  |
| --- |
| If yes – completion date of sale: |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day | Month | Year |
| Date |  |  |  |

|  |  |
| --- | --- |
| Name and address of new owner: |  |
| Name and address of solicitor: |  |
| Telephone number |  |

|  |  |
| --- | --- |
| If no – is the property still furnished? | Yes / No |

|  |
| --- |
| If no – date the furniture was removed |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day | Month | Year |
| Date |  |  |  |

Please turn over to see if you qualify for property exemption.

## PART D – Declaration

I declare that to the best of my knowledge and belief, the particulars shown above are true, accurate and complete. I will inform you within 21 days if my circumstances change.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Capacity in which signed |  |
| Date |  |
| Telephone number |  |
| Email address |  |

## PART E – Exempt properties

(Tick relevant box)

|  |  |  |
| --- | --- | --- |
| B | Unoccupied property owned and previously used by a charity (exemption lasts for 6 months). |  |
| D | Unoccupied property which is the home of someone who has gone into prison. |  |
| E | Unoccupied property which was the home of someone who has gone into a residential home or hospital to receive residential care. |  |
| F | Unoccupied property which is waiting for probate or letters of administration to be granted (exemption lasts until probate is granted and for 6 months after this). |  |
| G | Property which is unoccupied because occupation is forbidden by law. |  |
| H | Unoccupied property which is waiting to be occupied by a minister of religion. |  |
| I | Unoccupied property which was the home of someone who has moved into another residence (not a residential home or hospital) to receive personal care. |  |
| J | Property left unoccupied by someone who has moved away to provide personal care for another person. |  |
| K | Unoccupied property which was the home of one or more students (exemption lasts as long as the person who would normally pay the Council Tax bill is a student). |  |
| L | Unoccupied property where a mortgage lender is in possession |  |
| M | Student halls of residence |  |
| N | Property occupied only by students and their spouses. |  |
| O | Property owned by the Secretary of State for Defence which is held for armed forces’ accommodation. |  |
| P | Property occupied by visiting forces. |  |
| Q | Unoccupied property where the person who would normally pay the Council Tax bill is a bankrupt’s or insolvent’s trustee. |  |
| R | Empty caravan pitch or boat mooring. |  |
| S | Property occupied by a person under 18. |  |
| T | Unoccupied property situated within another dwelling (eg granny flat). |  |
| U | Property occupied only by severely mentally impaired person(s). |  |
| V | Property occupied by diplomats. |  |
| W | An annexe or similar self-contained part of a property occupied by an elderly or disabled relative of the residents living in the rest of the property. |  |

|  |  |
| --- | --- |
| Reason for applying for exemption: |  |

**PLEASE NOTE:**

Failure to make a payment in accordance with the demand notice you receive will lead to recovery action

**Please send this form when it has been fully completed to:**

Urban Road  
Kirkby in Ashfield  
Nottingham  
NG17 8DA