

Revenue Services

Urban Road,
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NG17 8DA

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Ashfield

DISTRICT COUNCIL

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

PART A – CHANGE OF ADDRESS – VACATION OF PROPERTY

Full name:					
Council Tax Account No:					
Address of property moved / moving from:					
Date leaving / left property:	DAY	MONTH	YEAR		
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	Was the property rented furnished? YES / NO	
If no – the date the furniture was removed	DAY	MONTH	YEAR		
Name and address of landlord / Agent:				Tel No:	

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	
Name and address of new owner:					
Name and address of solicitor:				Tel No:	
If no – is the property still furnished?	YES / NO	If no – date the furniture was removed	DAY	MONTH	YEAR

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:		Date:	
Signature:		Telephone No:	
Capacity in which signed		Email Address:	

PART E – EXEMPT PROPERTIES (Tick Relevant Box)

- | | |
|---|---|
| <p>B Unoccupied property owned and previously used by a charity (exemption lasts for 6 months). <input type="checkbox"/></p> | <p>N Property occupied only by students and their spouses. <input type="checkbox"/></p> |
| <p>D Unoccupied property which is the home of someone who has gone into prison. <input type="checkbox"/></p> | <p>O Property owned by the Secretary of State for Defence which is held for armed forces' accommodation. <input type="checkbox"/></p> |
| <p>E Unoccupied property which was the home of someone who has gone into a residential home or hospital to receive residential care. <input type="checkbox"/></p> | <p>P Property occupied by visiting forces. <input type="checkbox"/></p> |
| <p>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). <input type="checkbox"/></p> | <p>Q Unoccupied property where the person who would normally pay the Council Tax bill is a bankrupt's or insolvent's trustee. <input type="checkbox"/></p> |
| <p>G Property which is unoccupied because occupation is forbidden by law. <input type="checkbox"/></p> | <p>R Empty caravan pitch or boat mooring. <input type="checkbox"/></p> |
| <p>H Unoccupied property which is waiting to be occupied by a minister of religion. <input type="checkbox"/></p> | <p>S Property occupied by a person under 18. <input type="checkbox"/></p> |
| <p>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. <input type="checkbox"/></p> | <p>T Unoccupied property situated within another dwelling (eg granny flat). <input type="checkbox"/></p> |
| <p>J Property left unoccupied by someone who has moved away to provide personal care for another person. <input type="checkbox"/></p> | <p>U Property occupied only by severely mentally impaired person(s). <input type="checkbox"/></p> |
| <p>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). <input type="checkbox"/></p> | <p>V Property occupied by diplomats. <input type="checkbox"/></p> |
| <p>L Unoccupied property where a mortgage lender is in possession <input type="checkbox"/></p> | <p>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. <input type="checkbox"/></p> |
| <p>M Student halls of residence <input type="checkbox"/></p> | |

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 THE ADDRESS SHOWN ABOVE