



**Resources**

Revenues & Benefits  
Civic Offices  
Euclid Street  
Swindon SN1 2JH  
Tel: 08458 500 962 Fax: (01793) 464344  
E-Mail: swindoncounciltax@liberata.com

**COUNCIL TAX BILLS  
ARE YOU ENTITLED TO AN EXEMPTION?**

Please complete this to find out if your property could be exempt from Council Tax.

If after filling in the form you think you might be eligible, please return it as soon as possible to the Council Tax Office at the address at the top of this page. If you have any difficulty filling in the form, you can get help by phoning 08458 500 962.

**Exempt properties**

Council Tax does not have to be paid on some properties and these are listed below. Please tick the appropriate box if it applies to your property.

**Properties in which people live are exempt if they:**

- are occupied only by students
- are occupied by Visiting Forces Personnel or by Diplomats
- are UK forces barracks and Married Quarters (their occupants will contribute to the cost of local services through a separate arrangement)
- are occupied only by severely mentally impaired people
- are Student Halls of residence
- are occupied exclusively by under 18 year olds

**Properties in which no-one lives are exempt if they:**

- are substantially unfurnished ( exempt for up to six months from the date the property became unfurnished)
- are owned by a charity and was last used for its charitable purposes (exempt for up to six months)
- require or are undergoing structural alteration or major repair (exempt for up to six months after completion). From 1<sup>st</sup> April 2000 this exemption will last a maximum of 12 months irrespective of whether structural repairs / alterations have been completed
- are left empty by someone who has gone into prison
- are left empty by someone who has moved in order to receive or provide personal care to another person
- are the subject of the estate of a deceased person for which grant of probate or letters of administration are awaited (and for up to six months after)
- have been repossessed
- are the responsibility of a bankrupt's trustee
- are empty because their occupation is forbidden by law
- are waiting to be occupied by a Minister of Religion
- are unoccupied caravan pitches pr boat moorings
- are owned by a student and when last occupied was that persons main residence
- are part of a single property in which another dwelling is included and which cannot be let separately from it without a breach of planning control ( e.g. "Granny Annexe")
- are owned or leased by Foreign Diplomats or Service Officials for certain international defence organisations

It would help your application if you enclose further details about why you consider your property to be exempt. Depending on the information you supply I may have to ask for further information, if so I will contact you again.

**For what property are you claiming your exemption:** Address: .....

**For what period are you claiming your exemption:** From : .....  
To : .....

**Declaration:**  
I declare that the information given on this form is correct to the best of my Knowledge and belief.

**Name:** ..... **Address:** .....  
(Please use Block Capitals) (If different from above)

**Signature:** ..... **Date:** .....