Council Tax & Non-Domestic Rates

Financial Services, PO Box 722, Poole Dorset BH15 2YE
Tel: (01202) 634234 **Minicom Tel:** (01202) 743636
Fax: (01202) 633150 **Email:** financialservices@poole.gov.uk
24 hr Automated Payments Line: (01202) 672932

Reference:

Re:

Current Address _____
_____
_____ Post Code _____

COUNCIL TAX

PROPERTY VACATION FORM

In order to update the Council Tax records, please complete the appropriate parts of this form and return it to the address above

Name _____

Forwarding Address _____

Date of Vacation _____

Date when property was entirely cleared of furniture, if different _____

If the property remains furnished and no one lives there, a 10% discount will apply. If the property now falls into one of the classes overleaf, no Council Tax is payable.

Class of exempt dwelling you would consider the property now falls into (Please see over for the list of classes) _____

If sold, completion date and purchasers name and address OR your solicitors name and address _____

If Leased, date of end of lease and name and address of owner _____

I confirm that the above information is correct to the best of my knowledge and belief.

Print name of the applicant _____ Dated _____

*Contact Telephone Number _____

**You don't have to give this information but it would be helpful in case we need to contact you*

EXEMPT DWELLING FOR COUNCIL TAX

A dwelling falling into any of the following classes will be exempt from the Council Tax. If the circumstances change you have a duty to notify the Council within 21 days of this fact.

DEFINITION

CLASS

A. An unoccupied and substantially unfurnished dwelling that is undergoing structural repair/alteration or erection where less than six months have elapsed since the completion of works (exempt for a maximum of 12 months).

B. An unoccupied dwelling owned by a body established for charitable purposes and was last occupied in furtherance of charity objectives and less than six months have elapsed since last occupied.

C. A dwelling is exempt for a maximum period of six months from the date it is both unoccupied and unfurnished irrespective of any change of ownership.

D. An unoccupied dwelling where the liable person is detained elsewhere by order of a court.

E. An unoccupied dwelling where the liable person resides in a Hospital, Hostel, Nursing Home or Care Home.

F. An unoccupied dwelling where a person subject to the charge is a personal representative and no grant of probate or letters of administration have been made or less than six months have elapsed since such a grant was made.

G. An unoccupied dwelling where the occupation is prohibited by law.

H. An unoccupied dwelling which is being held available for a minister of any religious denomination as a residence from which to perform his duties.

I. An unoccupied dwelling where the previous liable person is now living elsewhere for the purposes of receiving care by reason of old age, disablement, illness, past or present alcohol or drug dependency, mental disorder and is not resident in a Hospital, Hostel, Nursing Home or Care Home.

J. An unoccupied dwelling where the liable person resides elsewhere in order to provide personal care and attention for someone due to old age, disablement, illness, past or present alcohol or drug dependence or mental disorder.

K. An unoccupied dwelling which was last occupied by one or more students who live elsewhere for the purpose of study and the student/s who has left was the owner or the tenant.

L. An unoccupied dwelling where the mortgagee is in possession under the mortgage.

M. Halls of residence that are predominantly for the occupation of students and are owned or managed by a specified institution.

N. A dwelling that is occupied wholly by students.

O. A dwelling owned by the Secretary of State for Defence and held for the purposes of armed forces accommodation.

P. A dwelling where a liable person has a relevant association within part I of the Visiting Forces Act 1952.

Q. An unoccupied dwelling where the liable person is a trustee in Bankruptcy.

R. Unoccupied caravan pitches and boat moorings.

S. A dwelling only occupied by a person or persons under 18 years old.

T. An unoccupied dwelling which forms part of another dwelling and which may not be easily let separately, only applies under specific conditions.

U. A dwelling which is wholly occupied by a person or persons who are severely mentally impaired.

V. A dwelling where a liable person is a foreign diplomat or a foreign official of an international organisation headquartered in the UK.

W. A separate dwelling within a single property which is occupied by a dependant relative.

THE DEFINITIONS ABOVE ARE SHORTENED VERSIONS. THE ACTUAL DEFINITIONS ARE CONTAINED WITHIN THE COUNCIL TAX (EXEMPT DWELLINGS) ORDER 1992 AS AMENDED.