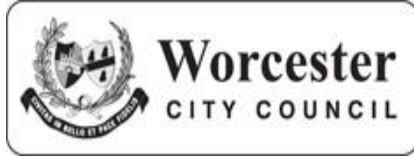




www.malvern hills.gov.uk



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WORCESTER CITY COUNCIL

PROPERTY LEFT UNOCCUPIED AND SUBSTANTIALLY UNFURNISHED
APPLICATION FOR A COUNCIL TAX DISCOUNT

Please read the guidance notes overleaf and if you believe you are eligible for a property discount (as the person named liable for Council Tax) complete this application form in full using black ink and return it to the address overleaf.

Form with fields for: Account or property reference, Full name of applicant, Full current residential address, Full address of property, Date from which you wish to claim the discount, Date you purchased the property, Is the property unoccupied?, Is the property unfurnished?, Table for room details (Living rooms, Bedrooms, Kitchens, Bathrooms, Other), Total rooms, THIS INFORMATION WILL BE USED TO ENABLE US TO DETERMINE WHETHER THE PROPERTY IS SUBSTANTIALLY UNFURNISHED., What is the reason that the property has been left unoccupied and substantially unfurnished?

Address you are / were resident at whilst the property is / was vacant (if different):
Daytime telephone number: Email address: Do you wish to receive your bills by email? YES [] NO []

DECLARATION: I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED

Full Name:	Signed:
	Date: / /

Guidance Notes

Pre 01/04/2013

A **100%** exemption applied to properties that were unoccupied and unfurnished for a continuous period of less than **6 months**.

01/04/2013 to 31/03/2014

A **50%** discount applies to properties that are unoccupied and unfurnished for a continuous period of less than **6 months** after which a full charge is payable.

Post 01/04/2014

A **50%** discount applies to properties that are unoccupied and unfurnished for a continuous period of less than **2 months** after which a full charge is payable.

Please note that the exemption / discount relates to the property and not the liable person, so it is possible that some or all of the exemption / discount period may have been used up by the previous liable person.

If a property remains unoccupied and substantially unfurnished for more than 2 years, the charge will increase to **150%** until the situation changes (you will need to advise us of any changes which may impact upon your Council Tax charge).

These rules may be subject to change in future financial years.