

Wandsworth Council

Council Tax Service
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Our ref:
Your ref:
Date:

Council Tax 25% Discount – Empty Properties / 2nd Homes

You have been sent this letter in order to claim for a discount of council tax for the property known as:

Because it is/was unoccupied and no-one's sole and/or main residence. This may be in response to a request received from you or because you have recently been made liable for council tax and identified as possibly qualifying for this discount.

In order for the council to grant this discount, the person named on the bill should complete and sign the attached application form and return it in the pre-paid envelope within 14 days.

Please note that a condition of this discount is that the property is unoccupied and no-one's main residence. If the property continues to remain some-one's main residence even though it is temporarily unoccupied, a discount will not be awarded and you should not continue with your application. Please contact 0208 871 8081 for further advice.

Once the form has been returned, all applicants may be contacted to arrange an inspection of the property before the discount is granted. For this reason, it is important that you supply a daytime telephone number on the returned application form.

You are required by law to notify me within 21 days of a change that may effect the award of discount. The Council will verify the information supplied with other data held, this is allowed by law. The Council can impose a £70.00 penalty fine when the discount has knowingly been inappropriately claimed.

Please telephone 020 8871 8081 if you have need any help completing the application or if you would like any more information regarding this letter.

Council Tax Service

Director of Finance and Deputy Chief Executive: Chris Buss BA CPFA

Please refer to the Notes For Guidance, which includes details of supporting evidence which must be supplied before a discount can be granted.

NOTES FOR GUIDANCE

COUNCIL TAX APPLICATION FOR DISCOUNTS UNDER CLASS B THE LOCAL GOVERNMENT ACT 2003

The amount of council tax payable in respect of any chargeable dwelling and any day shall be subject to a discount equal to 25% of that amount if on that day –

- (1) The property is no-ones Sole and/or Main residence and,
- (2) No exemption applies.

This includes periods where the property is left empty in between tenancies and 2nd Homes.

In determining whether a property is some-one` s Sole and/or Main residence, the courts have accepted that:-

- Residence implies a degree of permanence; temporary presence at an address does not make a person resident there;
- Temporary absence does not deprive a person of residence;
- It is relevant to ascertain whether that person intends to return to the property without breach of any public or private obligation.

To qualify for this discount you MUST provide proof of your main residence elsewhere for the period in question.

This should be a copy of your Council Tax bill for where you are living to show that you are paying the full council tax liability to another authority for the period in question.

If this is not possible please contact 0208 871 8081 to discuss the circumstance relevant in your case.

****If your main residence is within the borough of Wandsworth, please provide your Council Tax reference number where indicated on the application form. A copy of the council tax bill is not required.****

**NOW COMPLETE THE APPLICATION FORM ON THE FOLLOWING
PAGE**

APPLICATION FORM – PCLAB (to be returned)

Name of company and
Registered office address
(if applicable)

Account
reference

Full name
of applicant

Property address
where claiming
discount (A)

Are you the owner or tenant of this property (A)?

Date property became unoccupied

In the case of second homes, is there intention to return to this property?

If property has since been reoccupied, what was the date of occupation?

Name of current occupant(s)

Main residence /
Address living at during
relevant period (B)

Are you the owner or tenant of this property (B)?

Council Tax Reference for (B) if in the Borough of Wandsworth

DECLARATION – must be completed

I declare that to the best of my knowledge and belief the information given on this form is true and correct and I must let the Council know about any changes which may affect this exemption. I understand that it is a criminal offence to supply false information and in addition a penalty may be imposed.

Name (in capital letters)

Signature

Date

Contact telephone number

E-mail Address