

# Application for Council Tax Exemption (Class B - Empty Dwellings Owned by Charities)

If you need any help completing this form please  
phone the Council Tax Office on 01507 601111  
Please use **BLACK CAPITAL LETTERS**

Account Number:

Property Reference:

## Section 1: About you and your property

Name of organisation:

Organisation's address:

Property address:

Date property became  
unoccupied:

If now reoccupied,  
please supply date:

Full name/s of the  
occupier/s:

**If your application relates to multiple properties, please provide full details on a separate sheet.**

**Checklist:** To complete your application, please also provide the following evidence. If you do not supply this information we will be unable to process your application.

- details of your registration with the Charity Commission
- a copy of your charity's aims and objectives

Please complete the Declaration over the page.

## Section 2: Declaration

The Council Tax legislation\* sets out four requirements which must be met in order for a property to be eligible for a Class B exemption:

- the dwelling must be owned by the body in question; and
- the body must be established for charitable purposes only; and
- the dwelling must have been unoccupied for a period of less than six months; and
- the last occupation must have been in furtherance of the objectives of the charity.

I declare that  (enter name of organisation)  
has met each of the four requirements in respect of this property and these dates.

Signed:  Date:

Full name:

Position in organisation:

Telephone no:  Email:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

If you are not sure if a change of circumstances affects your Council Tax, please ring the Council Tax Office on 01507 601111 to check.

\*(Exempt Dwellings) Order 1992 (SI 1992 No. 558), article 3, as amended by the Council Tax (Exempt Dwellings) (Amendment) Order 1994 (SI 1994 NO. 539), article 4a

**WARNING:** If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

## Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, East Lindsey District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.e-lindsey.gov.uk/privacy](http://www.e-lindsey.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.

