

# Council Tax Exemption application for an unoccupied property owned by a charity



**You may get an exemption (which means you don't have to pay council tax) for a property if it:**

- Is unoccupied and has been for less than 6 months
- Is owned by a charity or charitable organisation, and
- Was last used for the purpose of a charity or charitable organisation

**You must tell us within 21 days of any changes that could affect the exemption, for example if the property becomes occupied.**

## About the property:

Address of the property

Council Tax account number (if known)

Postcode:

Name and address of the organisation or charity if different

Postcode:

When was the property last occupied?

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When the property was last occupied, what was it used for?

Name of the previous occupier:

What are the main aims and objectives of your organisation or charity?

Please provide information on how the previous occupier met the objectives of your charity:

Is the organisation a registered charity?

Yes

No

Is the organisation a registered Friendly Society?

Yes

No

Is the organisation registered under the Co-operative and Community Benefit Societies Act 2014?

Yes

No

Charity or society registration number:

### About you

First name

Last name

Daytime phone number

Your position within the organisation

Email address

### Declaration

I confirm the details given are correct and that I will notify you of any relevant changes that could result in an amendment to this exemption within 21 days of the change. I understand that if I give information that is false this could lead to a penalty or legal proceedings being taken against me.

Your signature:

Date:

/ /

**Once you have filled in this form and signed the declaration please return it to your local authority:**

Tunbridge Wells Borough Council  
Council Tax Section  
Town Hall  
Royal Tunbridge Wells  
Kent  
TN1 1RS  
[www.tunbridgewells.gov.uk](http://www.tunbridgewells.gov.uk)

Maidstone Borough Council  
Council Tax Section  
Maidstone House  
King Street  
Maidstone  
Kent  
ME15 6JQ  
[www.maidstone.gov.uk](http://www.maidstone.gov.uk)