

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

Maidstone Borough Council
Council Tax Section
Maidstone House
King Street
Maidstone
Kent
ME15 6JQ
www.maidstone.gov.uk