

# Council Tax Exemption Application Form

Contact: 01395 517447

Reference:



East Devon District Council  
Council Offices  
Knowle  
Sidmouth  
Devon  
EX10 8HL  
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Issued:

Please return form as soon as possible.

Fax: 01395 517414

## Major Repair/structural Alteration (Class A) and Unoccupied and Unfurnished (Class C)

Please complete the relevant section below after reading the guidance notes overleaf.

### Class A

Name of owner:  
Address and contact phone no:

  
  

Address of property for which exemption is claimed:

  
  

Date property became unoccupied: Date property became unfurnished?

Please give details of works to be undertaken:

  
  

Date works commenced:

### Class C

Name of owner:  
Address and contact phone no:

  
  

Address of property for which exemption is claimed:

  
  

Date property became unoccupied: Date furniture removed:

I declare that the information on this form is correct and understand that providing false information is an offence. I undertake to notify you within 21 days of any change of circumstances.

Signed: ..... Dated: .....

## Guidance notes

**If you need more help please telephone the contact number overleaf**

### **Class A**

Properties which require or are undergoing major repair works to make them habitable, or are undergoing structural alterations will be exempt for a period of 12 months **but** they must be unoccupied and unfurnished.

### **Class C**

This exemption applies when a property is unoccupied and substantially unfurnished and may be awarded for up to six months. If the property becomes occupied or substantially furnished for a period of less than six weeks, after which it falls empty again, it will only resume exemption for any of the original six months exemption period which remains.

**Data Protection:** The information you provide may be recorded on a computer and held in accordance with the Data Protection Act 1998. When collecting personal data for council taxation purposes, that information may also be processed for electoral registration. If you want to know what information is held about you or the way we use your information, please contact the Data Protection Officer at East Devon District Council.