

## EXPLANATORY NOTES

### Exemption Class R – Unoccupied caravan pitches or boat moorings

#### Who can apply?

The person who is liable to pay the council tax needs to apply for this exemption.

#### When will an exemption be awarded?

An exemption may be awarded on receipt of an application and any documentary evidence, if none is available then an appointment confirming the pitch or mooring is unoccupied needs to be arranged.

#### Exemption criteria

To qualify these conditions must be met:

A Council Tax exemption may apply to a mooring that is not occupied by a boat or a caravan pitch that is not occupied by a caravan.

The exemption will cease as soon as a boat or caravan is moved to the mooring or pitch.

#### What happens next?

Once we receive your application with any evidence or a visit has been made we will make an assessment and if you are successful we will issue a reduced Council Tax bill. If you are unsuccessful a letter will be issued explaining the reasons why.

#### Appeals

If the Royal Borough of Greenwich decides not to award an exemption you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However you may not appeal against the amount of the discount.

#### PLEASE NOTE:

Making an application for an exemption is not grounds for non-payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

# Class R - Unoccupied Caravan Pitches and Unoccupied Boat Moorings

Name:
Address of pitch/mooring
Council Tax reference number:
Date of vacation:
Your forwarding address:
Signed:
Dated:
Your contact details:

## Declaration

### Please read carefully before you sign.

I/we understand the information contained on this form is correct and complete and I/we agree to notify the Council Tax section immediately should there be a change in circumstances that may affect the discount.

I/we understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining / retaining a Council Tax reduction discount is committing an offence and may be liable to prosecution.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information you have provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments.

I/We have read, understood and agree to comply with the declaration above.

Your signature

Date

Daytime telephone number

Email address

Please return this application form, with any supporting documents that may have been requested to;

Royal Borough of Greenwich  
Revenues & Benefits Service  
Director of Finance  
The Woolwich Centre  
35 Wellington Street  
London SE18 6HQ