

Trustee in bankruptcy: Council Tax exemption application form

You will not be liable to pay Council Tax on an empty property if you're a trustee in bankruptcy. This could be as the Official Receiver (OR) or as an insolvency practitioner.

The exemption will apply until the property is sold, or if you disclaim any interest in the property.

The exemption applies:

- whether the property is furnished or not
- until the property is sold or if you disclaim any interest in the property

The exemption will not apply where a trustee has been appointed before bankruptcy proceedings.

Proof you need to send with this application form

We need a copy of the:

- bankruptcy order
- closing Council Tax bill showing the date the property became unoccupied

Warning: You must pay Council Tax while you wait for us to decide if you're eligible for a discount. If you do not pay, we'll start the Council Tax recovery process.

1. About your eligibility for this discount or exemption

As a trustee in bankruptcy, I confirm:

- ☐ the property is unoccupied
- ☐ there is a bankruptcy order

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2. About the Council Tax payer

Council Tax account number This is 8-digits. You can find it at the top of your Council Tax bill.	Date the discount or exemption should start
	DD/MM/YYYY
Full name on the Council Tax account	Full address of the property in the trustee's control

3. About the trustee

Full name		Registered office address	
Daytime phone number		Email address	

4. About the bankrupt person

Full name		Address where the bankrupt person is living	
Daytime phone number		Email address	

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5. About the bankrupt person's property

Is the property currently empty or occupied?	<input type="checkbox"/> Empty <input type="checkbox"/> Occupied
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a) If the property's empty

Date the property became empty	DD/MM/YYYY		
Date the person was declared bankrupt	DD/MM/YYYY		
Is it empty furnished or unfurnished?	<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished		
Date the property was purchased (if applicable)	DD/MM/YYYY		
Tenancy start date (if applicable)	DD/MM/YYYY		
If rented, tell us the landlord or managing agent details			
Full name of landlord or managing agent		Address	
Daytime phone number		Email address	

b) If the property's occupied

We need details of everyone living in the property (use another sheet if necessary)			
Number of people now living in the property			
Full name	Date of birth	Date moved in	Relationship to the bankrupt person
1)	DD/MM/YYYY	DD/MM/YYYY	
2)	DD/MM/YYYY	DD/MM/YYYY	
3)	DD/MM/YYYY	DD/MM/YYYY	

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6. Proof required

I have included a copy of the bankruptcy order	<input type="checkbox"/> Yes
I have included a copy of the closing Council Tax bill showing the date the property became unoccupied	<input type="checkbox"/> Yes

7. Declaration

You must read and agree to the terms and conditions of this discount or exemption.

By applying, you confirm that:

- the information you've given on this form is correct and complete
- you agree to tell us straight away about any change in your circumstances that may affect your entitlement
- you acknowledge that providing false information or failing to tell us about a change in your circumstances for the purpose of claiming or retaining a Council Tax reduction or discount is an offence that could result in the Royal Borough of Greenwich issuing court proceedings against you
- you understand that we have a duty to protect the public funds we administer. We may use the information you've 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 confirm I have read, understood and agree to comply with the declaration above.

Full name (use capital letters)	Signature	
Daytime phone number	Email address	Date
		DD/MM/YYYY

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Send every page of this form, with your proof, to us by email or post to:

Email: counciltax@royalgreenwich.gov.uk

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

What happens next

It can take up to 21 days for us to process your application and decide if you're eligible.

We may ask you for more proof. If you're eligible, we'll send you an updated bill.

You must tell us within 21 days about any change in your circumstances that may affect your entitlement to a discount or exemption. If you do not tell us, you could get a £70 fixed penalty.

Appeal a decision

If you're not happy with our decision you can appeal to us in writing within 28 days. Find out how to appeal, at: royalgreenwich.gov.uk/appeal-council-tax