

# Occupation of a property is prohibited by law: Council Tax exemption application form

An unoccupied property may be exempt from Council Tax if it's:

- occupation is restricted by a planning condition preventing occupation under the Town and Country Planning Act 1990
- subject to a compulsory purchase order
- subject to a closing order
- subject to a demolition order

The exemption will not apply:

- if the property becomes occupied, even illegally. The person living there will become liable for Council Tax in line with the hierarchy of liability
- to restrictions imposed by individuals or companies under contract law such as restriction orders

## Proof you need to send with this application form

We need a copy of the court order showing that restrictions are in place.

**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

The property is prohibited from occupation because (select all that apply):

- ☐ occupation is restricted by a planning condition preventing occupation under the Town and Country Planning Act 1990
- ☐ it's subject to a compulsory purchase order
- ☐ it's subject to a closing order
- ☐ it's subject to a demolition 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 of the Council Tax payer	Full address of the property you're applying for

## 3. About the prohibited 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 property is prohibited from occupation	DD/MM/YYYY
Is it empty furnished or unfurnished?	<input type="checkbox"/> Furnished <input type="checkbox"/> Unfurnished
Date you bought the property (if applicable)	DD/MM/YYYY
Date your tenancy started (if applicable)	DD/MM/YYYY
If rented, tell us your landlord or managing agent details	
Full name of landlord or managing agent	Address
Daytime phone number	Email address

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We need details of everyone who lived in the household (use a separate sheet if needed)			
Number of people who previously lived in the prohibited property			
Full name	Date of birth	Date moved in	Date moved out
1)	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
2)	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY
3)	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

Tell us the current addresses of the people who previously lived in the prohibited property.

1) Occupant 1's new address	2) Occupant 2's new address
3) Occupant 3's new address	

### b) If the property's occupied

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

### 4. Proof required

I have included a copy of all pages of the relevant court order showing that restrictions are in place	<input type="checkbox"/> Yes
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## 5. 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

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

Email: [counciltax@royalgreenwich.gov.uk](mailto:counciltax@royalgreenwich.gov.uk)

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

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## 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](https://royalgreenwich.gov.uk/appeal-council-tax)