

Property held for a minister of religion: Council Tax exemption application form

An unoccupied property held for a minister of religion is exempt from Council Tax. For example, a vicarage that a minister will move into.

Proof you need to send with this application form

We need a letter from the diocese or relevant body. It must confirm:

- the property address
- the date the last occupant moved out
- why the property is empty
- that the property is being held for use by a minister of religion
- the details of the duties the minister will perform from the property

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

I or a representative of a minister of religion can confirm:

- ☐ the property is unoccupied and will be held for a minister of religion

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 left empty for a minister of religion

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3. About the property

Date the property became empty		DD/MM/YYYY	
Is it empty furnished or unfurnished?		<input type="checkbox"/> Furnished	<input type="checkbox"/> Unfurnished
Name of diocese or relevant body that owns the property		Correspondence address (if different to the property address)	
Daytime phone number		Email address	
We need details of everyone living in the property (use another sheet if necessary)			
Number of people living in the property			
Full name	Date of birth	Date moved in	Previous address
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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3. About the previous minister of religion who lived at the property

Full name		Date of birth	
		DD/MM/YYYY	
Date the minister left the property		DD/MM/YYYY	
Address where the minister is now living			
Daytime phone number		Email address	

4. Proof required

I have included an official letter from the diocese or relevant body confirming the property is empty and held for a minister of religion	<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

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☐ 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

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