**Financial Services**

 Kintyre House, Snipefield Industrial Estate,

 Campbeltown, PA28 6SY

 Tel: 01546 605511 Fax: 01586 553050

 e.mail – ctax1@argyll-bute.gov.uk

 www.argyll-bute.gov.uk

 Ask for: Council Tax

 Our Ref: Council Tax

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Council Tax Reference Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COUNCIL TAX PROPERTY EXEMPTION APPLICATION – ESTATE OF A DECEASED PERSON**

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1997 (as amended), a dwelling may be exempt from Council Tax. This application covers a dwelling which has become unoccupied as a result of the death of a single resident.

**SECTION 1: No Grant of Confirmation**

Where Council Tax liability is due solely by the estate of a deceased person and a Grant of Confirmation **HAS NOT** been made an unlimited exemption will be granted while this condition is in force.

a) Will a Grant of Confirmation be awarded in this matter? **YES / NO**

If yes, please provide expected date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2: Grant of Confirmation awarded**

Where Council Tax liability is due solely by the estate of a deceased person and Grant of Confirmation to the estate **HAS** been made an exemption up to a maximum of six months will be granted from the date it was awarded. Thereafter, if the property has been unoccupied for a twelve month period or more a 200% council tax charge will be applicable. However, if the property has been unoccupied for less than two years then a 10% discount may be available for a limited period if the property is being actively marketed for sale or let.

 **a)** Date Grant of Confirmation awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3: Executor details**

 **a)** Full name of deceased person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **b)** Date of death \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **c)** Full name of appointed executor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **d)**  Address of executor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **e)** Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **f)** Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Section 3 continued)**

 **g)** Name and address of Solicitor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **h)** Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **i)** Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **h)**  Has the title of the dwelling been transferred? **YES / NO**

 If yes, please provide:

 Name of new owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date transferred \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 4: Documentary evidence**

All applications must be supported by one of the documents listed below.

***Failure to supply such evidence will result in the application being refused.***

**1.** Copy of the Grant of Confirmation or letter from Solicitor advising Grant of Confirmation has been made.

**2.** A letter from the executor or appointed agent that a Grant of Confirmation will not be made.

**Declaration**

I declare that the information on this form is true and complete. I authorise Argyll & Bute Council to verify the details. If Exempt status no longer applies I undertake to notify Argyll & Bute Council within 21 days of this occurring and understand failure to do so may result in a fine of £50 and £200 on repeated failure to do so.

**(please note any incomplete forms will be returned without the exemption being granted**

**Signature of Executor or Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Data Protection Fair Processing Notice:** Argyll and Bute Council, will primarily use the information you have supplied on this form for the collection and administration of Council Tax. You have a statutory duty to provide the information. The level of Council Tax charged must be accurate and the Council will use information from other agencies to check liability for Council Tax and minimise fraud and error where it is necessary to do so. We share information with other sections of the Council and other organisations external to the Council where it is lawful to do so. A full privacy notice is available at https://www.argyll-bute.gov.uk/privacy/council-tax .You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected.  Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT, mail iain.jackson@argyll-bute.gov.uk or telephone 01546 604188.

**Return to Argyll and Bute Council, Head of Customer and Support Services, Kintyre House, Snipefield Industrial Estate, Campbeltown, Argyll PA28 6SY**