

Council Tax - Application for a Council Tax Exemption on an Unoccupied Property Owned by a Charity

Address of property to which this exemption application relates:	
Name of Council Tax Payer for the property address above:	
Address of Council Tax Payer for the property address above:	
Council Tax Account Number (if known):	

In order for an exemption to be granted under this application, the Council must be satisfied that the property concerned is: “a dwelling owned by a body established for charitable purposes only, which is unoccupied and has been so for a period of less than 6 months and was last occupied in furtherance of the objects of the charity”.

The guiding principles as to what constitutes a “charity” and “charitable purposes” are set out in Section 2 of the Charities Act 2011 (“the 2011 Act”). This contains descriptions of charitable purposes and details of these are enclosed. The 2011 Act also provides that a charitable purpose is one which meets one of those descriptions and is for the public benefit.

With regard to the first requirement above, we have already been satisfied by previous information supplied that your organisation is "a body established for charitable purposes only". However, we are unable to further consider your entitlement to an exemption for the property identified above until we have received documentary evidence that confirms how, the occupation was "in furtherance of the objects of the charity" when it was last occupied.

Descriptions of Charitable Purposes as set out in the 2011 Act

- (a) the prevention or relief of poverty;
- (b) the advancement of education;
- (c) the advancement of religion;
- (d) the advancement of health or the saving of lives;
- (e) the advancement of citizenship or community development;
- (f) the advancement of the arts, culture, heritage or science;
- (g) the advancement of amateur sport;

(h) the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity;

(i) the advancement of environmental protection or improvement;

(j) the relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage;

(k) the advancement of animal welfare;

(l) the promotion of the efficiency of the armed forces of the Crown or of the efficiency of the police, fire and rescue services or ambulance services;

(m) any other purposes—

(i) that are not within paragraphs (a) to (l) but are recognised as charitable purposes by virtue of section 5 (recreational and similar trusts, etc.) or under the old law,

(ii) that may reasonably be regarded as analogous to, or within the spirit of, any purposes falling within any of paragraphs (a) to (l) or sub-paragraph (i), or

(iii) that may reasonably be regarded as analogous to, or within the spirit of, any purposes which have been recognised, under the law relating to charities in England and Wales, as falling within sub-paragraph (ii) or this sub-paragraph.

Name of Current Property Owner:	
Address of Current Property Owner:	
Name of Last Resident at Property:	
Date Last Resident Vacated Property:	

OBJECTS OF THE CHARITY:

1. Please state below the “purposes” of your charity and provide evidence of this (e.g. mission statement, values, charitable aims)

2. Please provide evidence that the property to which this application relates was last occupied in furtherance of the objects of your charity.

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Please note:

- Making an application for a discount or exemption is not grounds for non-payment of council Tax. Payment must continue to be made in accordance with the bill already issued until you have received confirmation that the request has been granted;
- No discounts or exemptions will be granted retrospectively, except in exceptional circumstances;
- If documentary evidence is not provided with your completed form, your request will not be processed until this is received.

DECLARATION

By signing this form I declare the following:

The information on this form is correct and complete to the best of my knowledge and belief. I understand that it is a criminal offence to make a statement or representation that I know to be incorrect or to provide documentation that is false or fail to disclose information to the authority where the law requires it, after this form is complete. If I do so I may be prosecuted.

This authority is required by law to protect the public funds it administers. We may share information you provide with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also share information you provide to a Specified Anti-Fraud Organisation (SAFO) for the purposes of preventing and detecting fraud. For further details on this please visit www.harlow.gov.uk/privacy and select Corporate Anti-Fraud Team.

Your signature:	
Your full name in block capitals:	
Date:	

It would help if you could supply your daytime contact details in case we need further information.

Email address:	
Telephone number:	
Contact address:	

To submit your application you will need to:

1. Scan the completed form and relevant documents using either a scanner or taking a picture of it using your mobile phone.
2. Send the scanned/pictured image to your computer eg by email or text
3. Answer all the questions and then attach the image at www.harlow.gov.uk/evidenceform