Dear Sir or Madam

**Council Tax discount for a property that is both unoccupied and unfurnished.  
   
Rules**1) The maximum period for this discount is one calendar month.

2) This discount cannot be allowed if it has previously been awarded to the same owner/occupier and the property has not been occupied for a minimum of 6 months since the last award was allowed.   
  
3) This discount cannot be allowed if it has previously been awarded to a different owner/occupier and the property has not been occupied for a minimum 6 weeks since the last award was allowed.   
  
**Please complete the sections below.**

|  |  |
| --- | --- |
| Address of property discount is claimed for. | Property Reference Number |

|  |
| --- |
| Your Name and contact address |

Please tick and complete as appropriate. Are you the

|  |  |  |
| --- | --- | --- |
| Owner | Tenant | Neither |
| Date purchased | Tenancy start date |  |
|  | | |
| Date property was last occupied | | |
| Date property became unfurnished | | |
| If known, when did it or when will it be furnished? | | |

Please also supply the following information, so we may contact you if we have a query:

|  |
| --- |
| Email address |

|  |
| --- |
| Daytime Telephone Number |

****The email address provided will be used to send your Council Tax Bill by email rather than a paper copy by post unless you tick the NO to ebilling box.

NO to ebilling

Please see our website [www.cravendc.gov.uk/council-tax](http://www.cravendc.gov.uk/council-tax) for further information about other discounts and exemptions that may be available, or contact our Customer Services department on 01756 700600.

**Declaration.**

**Please read this declaration carefully before you sign it.**

The authority may impose a penalty of £70 where a person fails to notify the authority, without reasonable excuse, on any matter which affects entitlement to a council tax discount or exemption.

I declare that the information I have given on this form is true and accurate.

I will tell Craven DC if there is any change of circumstances at my home.

I confirm that I have read and understand the enclosed Privacy Notice.

**If you are partners both people must sign.**

|  |  |  |
| --- | --- | --- |
| Name (Printed) | Signature | Date |
|  |  |  |
|  |  |  |

**Craven District Council Privacy Notice**

**Council Tax Discounts/Exemptions and Housing Benefit claims**

**What information do we collect from you?**When you apply for help with your council tax or rent, we may ask you for your name, contact details (home address, email addresses and telephone number) and details of your home, your household and your financial circumstances including bank accounts that you or household have. You may be asked for other personal details, for example about your health. If you are a tenant, we may ask you for details of your landlord.

**Why do we collect this information?**Your name and other identifying particulars and your home and personal, household and financial circumstances are needed to confirm your identity and to establish your entitlement to housing benefit and any council tax discounts or exemptions. If you do not provide the information requested, we may not be able to help you with your council tax or rent.

**Who might we share this information with?**The Council will not share any of the information that it holds about you with any other third party, without your consent, except where allowed by law. The Council is permitted to share the information that you have provided with other organisations in order to make sure that the information it holds is correct, to protect public funds and to prevent or detect crime. These organisations include the Department for Work and Pensions, HM Revenue and Customs, other local authorities, and certain credit reference agencies.

**What do we do with your information?**The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information you have provided for the purpose of your application for help with your council tax or rent, and will not use it for any other Council purpose, unless this is provided by law.

**How long do we keep hold of your information?**The Council will keep hold of your information in accordance with the following rules:

* In case of queries, for as long as necessary to deal with any queries (in case your claim is unsuccessful).
* For the duration that your housing benefit claim or your council tax account remains active.
* After your claim or account has ended, based on any legal and regulatory requirements.

**How can I access the information you hold about me?**By making a Subject Access Request and going onto the Council’s website at <https://www.cravendc.gov.uk/data-and-transparency/data-protection-act/> or writing to the Data Protection Officer, Craven District Council, First Floor, Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. You also have the right to complain to the Information Commissioner’s Office as it can investigate compliance with data protection law: [www.ico.org.uk](http://www.ico.org.uk)