

## Council Tax Empty Property / 2<sup>nd</sup> Home Discount Application Form

As part of the Council Tax scheme the amount of Council Tax payable may be reduced by 50% where:

1. A furnished property is unoccupied; or
2. An unfurnished property is unoccupied and the 6 month exemption period has ended; or
3. Someone lives in a property from time to time but their main home is elsewhere i.e. a 2<sup>nd</sup> Home.

To make an application please complete the details in the relevant section below. Upon receipt of your completed application you may be asked to provide further information. Should this be necessary a Gateshead Council Officer will contact you.

<b>Name</b>	<b>Account no.</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Address</b>	(this is shown on your Council Tax bill)
<input style="width: 95%;" type="text"/>	

### Part 1 – An unoccupied furnished property

a) The address of the property you wish to claim discount for	<input style="width: 95%;" type="text"/>
b) The date the property became unoccupied	<input style="width: 95%;" type="text"/>
c) The name and forwarding address (if known) of the last occupier	<input style="width: 95%;" type="text"/>
d) The name and address of the current owner (or current tenant should there be one)	<input style="width: 95%;" type="text"/>

### Part 2 – An unoccupied and unfurnished property

a) The address of the property you wish to claim discount for	<input style="width: 95%;" type="text"/>
b) The date the property became unoccupied	<input style="width: 95%;" type="text"/>
c) The date the property became unfurnished	<input style="width: 95%;" type="text"/>
d) The name and forwarding address (if known) of the last occupier	<input style="width: 95%;" type="text"/>
e) The name and address of the current owner (or current tenant should there be one)	<input style="width: 95%;" type="text"/>

### Part 3 – A property that is no ones main home

a) The address of the property you wish to claim discount for.	<input style="width: 95%;" type="text"/>
b) The name of the person(s) who lives there from time to time.	<input style="width: 95%;" type="text"/>
c) The address that the person(s) named in b) considers to be their main home. Please supply a copy of the Council Tax bill for this address to confirm residency.	<input style="width: 95%;" type="text"/>

**I confirm that the information I have supplied is accurate and true. Please note that any discount will only be awarded on the basis of your current circumstances. You will be required to inform the Council within 21 days should there be a change. If you fail to report any such change this could result in a fixed penalty being imposed on you in addition to the recovery of any overpaid discount.**

Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Print name	<input style="width: 95%;" type="text"/>	Telephone	<input style="width: 95%;" type="text"/>
E-mail	<input style="width: 95%;" type="text"/>		

**Please return completed form to Gateshead Council, Council Tax, Civic Centre, Regent Street, Gateshead, NE8 1HH**

In accordance with Data Protection Law we may use any information you give us to prevent or detect fraud or other crimes. We may also share information with other Council services or public organisations if required by law to do so.