

**COUNCIL TAX EXEMPTION APPLICATION
UNOCCUPIED ANNEXE TO AN OCCUPIED DWELLING (CLASS T)**

Name

Account no.

Address

(this is shown on your Council Tax bill)

IMPORTANT INFORMATION – PLEASE READ THE NOTES BELOW BEFORE FILLING IN THIS FORM:

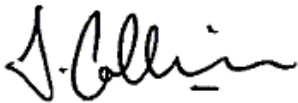
An empty dwelling which has its own Council Tax Band but forms part of a single property may be exempt from the payment of Council Tax. These types of dwelling are commonly known as a “Granny Annexe.”

To qualify for this exemption the dwelling / annexe must be:

- 1) Unoccupied, and
- 2) Forms a single property with another dwelling, and
- 3) Is unable to be let separately from the other dwelling without a breach of Planning Control.

If you wish to apply for this exemption please complete the details on the back of this form.

Yours sincerely



Strategic Director and Borough Treasurer
Resources and Digital

WHERE SHOULD I SEND MY COMPLETED FORM?

Return by post to: Gateshead Council, Council Tax Section, Civic Centre, Regent Street, Gateshead NE8 1HH

Return in person to: Council Tax Reception Desk at the Civic Centre

Alternatively scan and email your completed application to counciltax@gateshead.gov.uk

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I can confirm that the information I am about to provide is correct. I understand that any exemption will only be awarded on the basis of my current circumstances. I will inform Gateshead Council of any change within 21 days of the change happening. I understand that if I fail to report such a change a fixed penalty may be imposed on me and I will have to repay any overpaid exemption.

Full Name of Council Taxpayer: _____ Council Tax Account Number: _____

Address of Property This Exemption Claim Relates: _____

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

Signed: _____ Date: _____

Daytime Telephone Number: _____ E-mail: _____

1. DATE THE ANNEXE BECAME UNOCCUPIED – Please tell us the date the annexe became unoccupied. If the annexe has never been occupied please advise accordingly.

Date Annexe Became Unoccupied:	
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Name of Last Occupier:	
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Forwarding Address (if applicable):	
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2. PROOF OF PLANNING RESTRICTION– Please provide documentary evidence of the Planning Restriction that prevents the property from being let separately.

I have supplied documentary evidence showing Planning Restriction (please tick when evidence attached)