

**COUNCIL TAX
EXEMPTION FOR PROPERTIES
NEEDING MAJOR REPAIR WORK
APPLICATION FORM**



YOUR NAME AND ADDRESS:

Revenue Services
County Hall
Mold
Flintshire
CH7 6NA

Telephone Number: (01352) 704848

If you need to contact us, please quote your:-

Account Reference Number

PROPERTY ADDRESS: _____

A property that is empty and unoccupied may be exempt from Council Tax for up to 12 months if:-

- it requires, or is undergoing, major repair work to make it habitable, OR
- it is undergoing structural alterations.

We may need to visit the property to see if you are entitled to an exemption from Council Tax, but we will normally contact you to arrange a convenient time to visit.

Please complete sections A, B and C in **BLACK INK** and return this form to the above address.

If you need any help or advice to complete this form, you are welcome to visit one of our Connects Centres in Mold or Buckley Library, Flint, Connahs Quay or Holywell (opening times as advertised)

A	PERSONAL DETAILS
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1. What is the full name of the owner(s) of this property?

Title	First Name	Surname

2. Contact Telephone Number (so that we can arrange a time to call to view the property)

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B	PROPERTY DETAILS
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3. Please tell us the date that the property was first left empty and unoccupied.

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4. Please tell us the date the property became uninhabitable or is expected to become uninhabitable.

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5. Briefly outline what repair works you, or a person on your behalf, is undertaking to make the property habitable.

6. What date do you expect the work to be complete?

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C	DECLARATION
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The information I have given on this form is correct. If I qualify for an exemption from Council Tax, I agree to tell Flintshire County Council if the property becomes occupied.

Your Signature _____ Date: _____

Your Full Name (Please print) _____

Would you like to receive your council tax bill by e-mail?

Yes*

No

*E-mail address: _____

Privacy Notice

Flintshire County Council will use the information you give in this form, and any supporting evidence you provide to assess your liability for Council Tax. This is required under Local Government Finance Act 1992 and all other relevant regulations associated with the assessment of Council Tax.

We will keep your data for the duration when you are liable to pay Council Tax and for a period of 7 years after your liability to pay Council Tax has ended.

We may share your information with other Council services in order to ensure our records are accurate and up-to-date, to improve the standard of the services we deliver, and to perform any of our statutory duties, including enforcement duties.

Flintshire County Council may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give information to them to:

- make sure the information is accurate
- prevent or detect crime
- the assessment or collection of any tax or duty or of any imposition of a similar nature
- protect public funds.

If you feel that Flintshire County Council have mishandled your personal data at any time you can make a complaint to the Information Commissioners Office by visiting their website or by calling their helpline on 0303 123 1113.

For further information about how Flintshire County Council processes personal data and your rights, please see our privacy notice on our website – <http://www.flintshire.gov.uk/en/Resident/Contact-Us/Privacy-Notice.aspx>