

EXPLANATORY NOTES

Exemption Class Q – Dwelling left empty by a bankrupt

Who can apply?

The person who is liable to pay the council tax needs to apply for this exemption.

When will an exemption be awarded?

An exemption may be awarded on receipt of an application supported by evidence that a bankruptcy order has been made.

Exemption criteria

To qualify these conditions must be met:

The property has to be unoccupied and the liable person made bankrupt and liability would fall to a trustee in bankruptcy. The exemption can apply whether the unoccupied dwelling is furnished or not. The exemption applies whether or not the trustee is jointly liable with any other person. The exemption is indefinite and will last as long as the conditions are met.

What happens next?

Once we receive your application with the supporting evidence we will make an assessment and if you are successful we will issue a reduced Council Tax bill. If you are unsuccessful a letter will be issued explaining the reasons why.

Appeals

If the Royal Borough decides not to award a discount you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However you may not appeal against the amount of the discount.

PLEASE NOTE:

Making an application for a discount is not grounds for non-payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

Class Q - Property left empty by a bankrupt person

Please read the supplementary notes before completing this form as you may need to provide supporting evidence/information that is not readily available.

Please note:-

Making an application for a discount or exemption is not grounds for non payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

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| Name: |
| Address: |
| Date of Bankruptcy: |
| Name and address and contact details of Trustees: |
| If you have vacated, your forwarding address: |
| If you have vacated but someone is occupying the property I require their names and dates of occupation: |
| Signed |
| dated |
| Contact number: |

Declaration

Please read carefully before you sign.

I/we understand the information contained on this form is correct and complete and I/we agree to notify the Council Tax section immediately should there be a change in circumstances that may affect the discount.

I/we understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining / retaining a Council Tax reduction discount is committing an offence and may be liable to prosecution.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information you have provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments.

I/We have read, understood and agree to comply with the declaration above.

Your signature

Date

Daytime telephone number

Email address

Please return this application form, with any supporting documents that may have been requested to;

Royal Borough of Greenwich
Revenues & Benefits Service
Director of Finance
The Woolwich Centre
35 Wellington Street
London SE18 6HQ