

**Chief Executive's Office**  
Revenues & Benefits Manager: Nicola Gemmell



**Revenues & Benefits Service**  
P.O. Box 31, Ayr KA7 2PL  
Tel: 0300 123 0900  
Email: council.tax@south-ayrshire.gov.uk  
Our Ref : \_\_\_\_\_ Your Ref: \_\_\_\_\_  
Date: \_\_\_\_\_  
If phoning or calling ask for Council Tax

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir / Madam

**Council Tax Exemption Application**

**Subject Address :**

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1992 (as amended), a dwelling house may be exempt from Council Tax, water and sewerage charges, if it falls within the category shown below.

**CLASS 6 / CLASS 7 - AN UNOCCUPIED HOUSE :**

- (a) Where Council Tax liability is due solely by the estate of a deceased person and where Grant of Confirmation of the estate **HAS OR WILL BE** made. Exemption will be due for a maximum period of up to 6 months from the date the Grant of Confirmation is obtained.
- (b) Where Council Tax liability is due solely by the estate of a deceased person and no Grant of Confirmation to the estate will be made. Exemption will be due until the property is transferred/sold or occupied.

Name \_\_\_\_\_

Postal/Current Address \_\_\_\_\_

Property Address \_\_\_\_\_

Daytime Contact No \_\_\_\_\_ Email Address \_\_\_\_\_

I consider Exemption should apply from \_\_\_\_\_ To \_\_\_\_\_

Name & Address of Solicitors /Executor of Estate \_\_\_\_\_

Owner's Name & Address, if property not owned by Estate of the deceased \_\_\_\_\_

\_\_\_\_\_

**THE FOLLOWING ITEM(S) OF DOCUMENTARY EVIDENCE ARE REQUIRED TO SUPPORT YOUR APPLICATION AND SHOULD BE RETURNED, TOGETHER WITH THIS APPLICATION, WITHIN 28 DAYS. PLEASE NOTE, EXEMPTION WILL NOT BE GRANTED UNLESS SUPPORTED BY DOCUMENTARY EVIDENCE.**

- (1) A copy of the grant of confirmation, or letter from solicitors dealing with estate, confirming the date Grant of Confirmation has been obtained; or
- (2) A letter confirming that no grant of confirmation is being obtained and advising name and address of person to whom property has/will be transferred to and date of transfer.

I declare that the information on this form is true and complete and I authorise South Ayrshire Council to verify the details. If exempt status no longer applies I undertake to notify South Ayrshire Council within 21 days of this occurring.

**I UNDERSTAND THAT FAILURE TO PROVIDE THIS INFORMATION IS AN OFFENCE WHICH MAY MAKE ME LIABLE FOR AN INITIAL FINE OF £50 AND £200 FOR EACH SUBSEQUENT OFFENCE.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_