

## **APPLICATION TO APPLY FOR AN EXCEPTION TO THE COUNCIL TAX PREMIUM**

This application form requests the details that Lancaster City Council will take into account when deciding if an exception to payment of the Council Tax Premium can be granted. Your application will not be considered unless all requested information including supporting evidence is provided.

Each case will be treated strictly on its merits and all applicants will be treated equally and fairly through administration of the scheme.

If you need additional space to answer questions please provide on a separate sheet clearly marking the number of the question to which your response relates.

The completed form should be returned to Council Tax Section, Revenues Services, PO Box 4, Town Hall, Lancaster, LA1 1QR, or by email to [lancasterctax@preston.gov.uk](mailto:lancasterctax@preston.gov.uk)

**Full name and address of applicant. Please include a telephone number and email address.**

**Address of property for which the premium exception is being claimed.**

**(1) For those owners who are genuinely attempting to sell or let their property which has been vacant for at least one year:**

Please provide details of:-

- a) Who the property is listed for sale or let with.  
*(A professional agent with specialist knowledge of the locality must have been engaged).*
- b) Date that it was first listed.

- c) Current price and any price reductions since first listed.
- d) Any professional advice and assistance that has been obtained
- e) Have any offers to purchase or rent the property been received?
- f) If Yes – when were those offers received and why were they refused?  
*(Written confirmation of the reasons for refusal will be required from a professional agent).*
- g) Is the sale price or rental in line with recent sale or rental prices for similar properties in the locality?  
*(Please provide comparisons and explain reasons if not in line with similar properties)*
- h) Has the property been put up for sale by public auction?  
*(Please provide details)*

**(2) For those owners who are experiencing particular legal or technical issues which is preventing the sale or letting of the property**

- a) If there is a legal difficulty or issue which is preventing the sale or letting of the property please provide full details.  
*(A conveyancer/solicitors letter must be produced in evidence detailing the reasons preventing sale or letting)*
- b) Is a sale or letting being delayed by the actions of a Public Body?  
*(Please provide details and documentary evidence).*
- c) What is being done to resolve the issues?

**(3) Cases where the dwelling has remained unoccupied as a sole or main residence due to exceptional and/or unforeseen circumstances and/or any other circumstances.** (Please provide full details which must be evidenced to be beyond the control of the owner/liable person and full details given of steps taken to resolve the matter)

**(5) Cases where imposition of the Council Tax Premium would result in hardship and a reasonable person would regard the imposition as unfair.**

(Please provide full details of how the imposition of the Council Tax Premium will result in the owner suffering hardship.)

*Granting an exception under this criterion is likely to be the exception rather than the rule (If your application is based upon financial hardship copies of all bank statements and a full breakdown of your income and expenditure must accompany this form. Your application will not be considered if these are not provided)*

Depending upon the details provided, it may be necessary for you to provide additional information upon request.

**The information contained in this application is correct to the best of my knowledge and belief. I understand I may be liable to prosecution if I give false information. I agree to tell the Council within 21 days if circumstances change or I think that any reduction given as a result of this application should not apply.**

<u>DATE</u>	<u>SIGNATURE</u>	<u>CAPACITY IN WHICH SIGNED</u>

*Personal information will be kept safe and secure and will only be kept for as long as is necessary. Further information can be found in the Privacy Notice on the Council's website <http://www.lancaster.gov.uk/council-tax/council-tax-privacy-notice>*