Victoria Forms
Revenues Forms Catalogue

70+ Forms

A. 15 Discount Forms  04
B. 9 Exemption/Discount Forms  12
C. 12 Exemption Forms  16
D. 18 Non Domestic Rates Forms  23
E. 19 Other Forms  32
Introduction—About Us

Established in 2003, Victoria Forms is a leading provider of intelligent, web-based electronic forms software and workflow solutions. Our eForms solutions can be used within an organisation or made available to external users, applicants or claimants via the Cloud or server-based infrastructure. Our software is currently being used with over 75 Local Authorities in the United Kingdom.

Standard Revenues Form Library

Our standard Victoria Forms Revenues Form Library is continuously growing. This catalogue showcases our current 73 Standard Revenues Forms in our library, which are broken down into sections as shown on the front of this catalogue.

Form Types

All our Standard Revenues Forms are available in two different versions. Static forms are designed to look like familiar paper application forms, and interactively guide the applicant through filling them in. The screenshots in this brochure are of static forms. Alternatively, our Web/Text based forms are becoming increasingly popular, simplifying user experience by reacting to given answers and sliding additional relevant questions in to view when they are needed. The style of these forms can be customised to match your Local Authority Website and branding.

Standard Form Pages

All of our eForms contain a Status and System Page (front and back pages).

Someone who is completing a form will always see the Status Page as the first page. The Status Page has one main function: to draw information from a database about the Local Authority for which the form is being completed. This page displays any relevant information as decided by the Local Authority; such as opening hours, contact details and how to complete the online form. This information is set within our ‘branding’ files, and is fully customisable for anything that the local authority wishes to add to the start page of their forms.

The System Page will never be seen by anyone completing the form or by anyone at the Local Authority; this page simply acts as our control page to set the intelligence within the form.

Back Office Integration

In administering forms, data collected is often manually keyed into a back-office system. With Electronic forms, the wastefulness of having to key information twice is being addressed – back-office systems are increasingly opening up to receive data electronically. Some of our Revenues Forms (Direct Debit, Single Person Discount, Single Person Discount Cancelation, Change of Address) are already set up for back office integration straight into Northgate.
Council Tax Discount Forms

Council Tax Discount - Apprentices
Council Tax Discount - Employed Careworker
Council Tax Discount - Disabled Relief
Council Tax Discount - For Persons in Respect of whom Child Benefit is Payable
Council Tax Discount - Occupied Annexe
Council Tax Discount - School Leavers
Council Tax Discount - Second Home
Council Tax Discount - Single Occupancy
Council Tax Discount - Empty and Unfurnished Property
Council Tax Discount - Uninhabitable Property
Council Tax Discount - Student Nurse
Council Tax - Single Occupancy Discount Cancellation
Combined Discount Form
Council Tax Discounts - Individual
Apprentices

Application for Council Tax Discount For Apprentices who earn less than £195 a week.

This form is comprised of sections on:

- Liable Council Tax Payer
- Apprentice Details
- Declaration
- Extra Information Page

Length: 3 pages

Declaration: Checkbox for claimant, Page 3 (Employers Certificate) needs to printed after submission and completed and signed by the apprentice’s employer - the details about the apprentice which have been entered on the form pre fill this page for the employer to confirm.

Some Local Authorities using this form:
Scarborough, Wycombe, Kensington and Chelsea, St Albans

Employed Careworker

Application for Council Tax Discount For Carers who are unpaid (or low paid) and caring for someone who is not their partner or child (under 18).

This form is comprised of sections on:

- Liable Council Tax Payer
- Company name and address of where the person(s) providing care are employed
- Space for details of three people providing care; including their full names, hours worked and more
- Declaration

Length: 2 pages

Declaration: Checkbox or Signature

Some Local Authorities using this form:
St Albans, Wycombe
Disabled Relief

Council Tax Discount where a resident at the property is disabled, and there is a room, or an extra bathroom or kitchen, to meet the special needs of the disability, or if a wheelchair is being used indoors and needs additional floor space.

This form is comprised of sections on:

- Liable Council Tax Payer
- Disabled Persons information
- Reason for the claim (room mainly used for this person, additional bedroom/bathroom, or floor space for wheelchair)

For Persons in Respect of whom Child Benefit is Payable

Council Tax Discount where someone is over 18 but is still entitled to Child Benefit.

This form is comprised of sections on:

- Liable Council Tax Payer
- Details of three people who could be disregarded
- Details of all others who live in the property
- Declaration

Some Local Authorities using this form:

- Wycombe, ARP, Ashford, Medway, Scarborough, Pembrokeshire, St Albans
Occupied Annexe
Application for Council Tax Discount where an annexe is occupied as part of the main home or is the main home of a relative of the liable council taxpayer of the main home.

This form is comprised of sections on:

- Liable Council Tax Payer of Annexe
- Location of Annexe
- Details of who lives in the Annexe
- The relationship between the liable Council Tax payer of the main dwelling and the annexe
- Location of Main Dwelling
- Details of who lives in the Main Dwelling
- Declaration

Length: 2 pages

Declaration: Checkbox

Some Local Authorities using this form: ARP, Fareham, Scarborough, St Albans

School Leavers

Application for Council Tax Discount where a person is disregarded for Council Tax purposes if they are under the age of 20 and have after 30th April and before 1st November in any year, ceased to undertake a full-time course of education or a qualifying course of education.

This form is comprised of sections on:

- Liable Council Tax Payer
- Details of any ‘School Leavers’
- Details of Courses attended
- Declaration
- Extra Information Page

Length: 2 pages

Declaration: Checkbox

Some Local Authorities using this form: Scarborough, St Albans, Wycombe
Second Home

Application for claimants who have a second home, as claimants may pay less Council Tax on a property that is not their main home.

This form is comprised of sections on:
- Liable Council Tax Payer
- 1st home / 2nd home
- Anyone living in 2nd home
- Reason for having two homes
- Declaration
- Extra Information Page

Length: 3 pages
Declararion: Checkbox

Some Local Authorities using this form:
Scarborough, St Albans, SRP

---

Single Occupancy

Application for a 25% reduction on Council Tax if you are the only person who is over 18 and counted for Council Tax purposes in your home.

We have two standard Single Occupancy/Sole Residency Forms.

1. This form is comprised of sections on:
- Liable Council Tax Payer
- Why sole occupier
- Details of someone leaving
- Details of any deceased
- Declaration
- Extra Information Space

Length: 2 pages

2. This form is comprised of sections on:
- Liable Council Tax Payer
- Large box for details of why / who is leaving
- Declaration

Length: 1 page

Declaration: Checkbox

Some Local Authorities using these forms:
ARP, Ashford, Basildon, St Albans, Kensington & Chelsea, Medway, Scarborough, Pembrokeshire, Wigan
### Uninhabitable Property

Council Tax Discount where there is no one living in the property because it requires lots of work, or work is underway but the majority has not been completed. Discounts only available for 12 months.

**This form is comprised of sections on:**
- Liable Council Tax Payer
- Details of when property became unoccupied
- Details of any repairs/planning permission granted or requested
- Other correspondence for property
- Declaration

### Empty and Unfurnished Property

Application for Council Tax Discount where a property is empty and unfurnished

This form is comprised of sections on:
- Liable Council Tax Payer
- Details of when property became unoccupied
- Any remaining furniture in the property
- Details of future intentions with the property
- Declaration
- Extra Information Page

**Length:** 2 pages  
**Declaration:** Checkbox

**Some Local Authorities using this form:**  
Fife, Scarborough, St Albans
**Student Nurse**

Students are exempt from paying Council Tax for the period of their course if they are attending a full time course. If they live with one other adult they could qualify for a Single Person Discount.

**This form is comprised of sections on:**
- Liable Council Tax Payer
- Amount of residents over 18
- Residents aged 16 and 17
- Student Nurse Course details
- Student Nurse details
- Declaration
- Extra Information Page

**Length:** 3 pages

**Declaration:** Checkbox

**Some Local Authorities using this form:**
Scarborough, St Albans, Wycombe

---

**Single Occupancy Discount Cancellation**

This application form can be completed to inform the Council that the applicant is no longer the only occupier of the house who is over 18.

**This form is comprised of sections on:**
- Liable Council Tax Payer
- Details of two people who are now occupying the property
- Declaration
- Extra Information Page

**Length:** 2 pages

**Declaration:** Checkbox

**Some Local Authorities using this form:**
Ashford
Combined Discount Form

This general application for Council Tax Discount allows claimants to select the discount(s) they are applying for and the relevant questions are then shown, including: apprentices, detention, away giving care, care workers and carers, child benefit recipients, in need of care, in care home, foreign language assistant, occupied by SMI's, occupied by students, occupied by under 18s, occupied by visiting forces, patients in hospital / care homes, school leavers, second home, student nurses and youth training trainees.

This form is comprised of sections on:

- Liable Council Tax Payer
- Liable Occupant(s) details
- Select Discounts you wish to apply for
- Details of selected discounts
- Declaration
- Extra Information Page

Length: 22 pages

Declaration: Checkbox or Signature

Some Local Authorities using this form: Ashford, Scarborough, Brentwood, Reigate and Banstead, Pembrokeshire, St Albans, Wycombe, Guildford, Medway

Individual Discount Forms

Basic form for a claimant to complete, asking if they are the only adult, and if not, the dates of birth of others living in property and any reasons why they should be disregarded for Council Tax purposes.

This form is comprised of sections on:

- Liable Council Tax Payer
- Liable Occupant(s) details
- Details of anyone who may be disregarded
- Extra Information
- Declaration
- Completed on Behalf of someone else

Length: 1 Page

Declaration: Checkbox or Signature
Council Tax Discount / Exemption Forms

- Severely Mentally Impaired (CLASS U)
- Occupied by Students (CLASS N) x2
- Occupied by Under 18s (CLASS S)
- NEW Reduction for Annexes
- Occupied by visiting forces (CLASS P)
- In Detention (CLASS D)
- Combined Exemption / Discount Review
- NEW Combined Exemption and Discount
Severely Mentally Impaired  
(CLASS U)

Application for either a Council Tax Discount or Exemption for someone who has a severe mental impairment. Exemption is granted if living alone, and discount if everyone in a property is disregarded, a 50% discount is awarded. If everyone but one person in a property is disregarded, a 25% discount is awarded. If more than two people are not disregarded, no discount can be awarded.

This form is comprised of sections on:
- Severely Mentally Impaired Person’s Details
- Benefits Received
- Doctor’s Details
- Declaration
- Completed on behalf of someone else
- Doctors Page to print and be completed by doctor

Length: 4 Pages

Declaration: 
Checkbox and Printed and Signed by Doctor

Some Local Authorities using this form:
Wycombe, Ashford, Scarborough, St Albans

Occupied by Students (CLASS N)

Students are exempt from paying Council Tax for the period of their course if they are attending a full time course.

We have two forms for this Exemption/Discount, the first one requires slightly more detail than the second.

1. This form is comprised of sections on:
   - Person completing the forms details
   - In Depth details of up to six students
   - Any non Students Over 18 residents’ details
   - Extra Information Space
   - Declaration

2. This form is comprised of sections on:
   - The person in education completing the form
   - Other adults in the property (any students)
   - Extra Information Page
   - Declaration

Length: 3 or 2 pages  Declaration: Checkbox

Some Local Authorities using these forms:
Ashford, Fareham, Medway, Scarborough
Occupied by Under 18s
(CLASS S)

Application for Council Tax Discount or Exemption when a property is occupied by people aged under 18.

This form is comprised of sections on:
- Liable Council Tax Payer
- All occupants names and dates of birth
- Declaration
- Extra Information Page

Length: 2 Pages
Declaration: Checkbox

Reduction for Annexes

Application form which covers both occupied and unoccupied annexes. The applicant can select on the initial page after entering their details whether their annexe is occupied or unoccupied and the correct page will show.

This form is comprised of sections on:
- Liable Council Tax Payer
- Occupied Annexe
- Unoccupied Annexe
- Declaration
- Extra Information Page

Length: 4 Pages
Declaration: Checkbox
Some Local Authorities using this form: ARP

Occupied by Visiting Forces (CLASS P)

A property which is occupied by visiting forces personnel or their dependants may be exempt from Council Tax, or if some of the adults in the house are members of visiting forces a discount may apply. This application is used to assess the situation.

This form is comprised of sections on:
- Liable Council Tax Payer
- Details of Visiting Force and Association
- Names of all over 18s
- Declaration
- Extra Information Page

Length: 2 Pages
Declaration: Checkbox; and The Chief of Administrative Services needs to sign page 4 after it has been printed.
In Detention (CLASS D)
Application for Council Tax Discount or Exemption on a home where the liable Council Tax payer is detained in one of four ways: prison, hospital or another place by order of Court, pending deportation under the Immigration Act 1971, in a place of safety under the Mental Health Act 1983, under the warrant issued under the Repatriation of Prisoners Act 1984.

This form is comprised of sections on:

- Liable Council Tax Payer
- Whether property is occupied or unoccupied and dates of which
- Name of detainee, detention start and end date and address of where they are
- Whether they are in prison for non payment of Council Tax or a fine
- Declaration
- Extra Information Page

Length: 2 Pages

Declaration: Checkbox

Some Local Authorities using this form:
St Albans, Ashford

Exemption / Discount Review
If a review letter has been sent out to claimants they can complete this form, inputting their council tax account number from the letter, and commenting on whether they think they would still qualify and any changes that had occurred.

This form is comprised of sections on:

- Council Tax Account Number
- Liable Council Tax Payer
- Whether they still think they qualify and details of changes/why
- Number of over 18s living there
- Declaration

Length: 1 Page

Declaration: Checkbox
Combined Exemption and Discount Form

This application form allows claimants to select one of 29 reasons for claiming Council Tax Discount or Exemption. On the first page of the application form, the applicant can fill in basic details about themselves and then select whether the property they are claiming reduction on is occupied or unoccupied. This will then bring up the exact discounts/exemptions they can apply for from the list below based on the occupancy of their property.

On selecting the exemption they wish to apply for, the correct and relevant pages then open up for the claimant to complete.

**This form is comprised of sections on:**
- Liable Council Tax Payer
- Liable Occupant(s) details
- Select Discounts/ Exemptions you wish to apply for
- Details of selected discounts
- Declaration
- Extra Information Page

**Length:** 38 Pages Altogether (This will vary depending on answers given—for example; if a claimant said they were a school/college leaver, the form would appear to them as a 5 page form.)

**Declaration:** Checkbox and Printed and Signed by certain people.

### Section 3 About your discounts and exemptions

Please select your discount or exemption:
You will then be required to complete the relevant questions on the following pages.

- Persons in Detention
- Liable Person in Care Home/Hospital
- Estate of a Deceased Person
- Property Prohibited by Law
- Uninhabitable
- Liable Person Away Receiving Care
- Person Providing Care
- Care Workers and Carers
- Left Empty by a Student
- Repossessed Property
- Left Empty by a Bankrupt
- Empty Caravan Pitch/Mooring
- Unoccupied Annexe
- Empty and Unfurnished
- Empty, Awaiting Minister of Religion
- Owned by Charities
- Apprentices
- Child Benefit recipients
- Foreign Language Assistant
- Student Nurses
- Youth Training Trainees
- Occupied by Under 18s
- Severely Mentally Impaired
- Occupied by Students
- Occupied by Visiting Force
- Occupied Annexe
- School/College Leavers
- Single Person
- Disabled Persons
Council Tax Exemption - Empty Caravan Pitch/Mooring (CLASS R)
Council Tax Exemption - Property Left Empty by a Person Receiving Care (CLASS I)
Council Tax Exemption - In Hospital, Nursing Home or Hostel (CLASS E)
Council Tax Exemption - Persons Providing Care (CLASS J)
Council Tax Exemption - Occupation Prohibited by Law (CLASS G)
Council Tax Exemption - Occupied Annexe (CLASS W)
Council Tax Exemption - Unoccupied Annexe (CLASS T)
Council Tax Exemption - Left Empty by a Student (CLASS K)
Council Tax Exemption - In Care Home (CLASS E)
Council Tax / Non Domestic Rates - Notification of Deceased Person (Class F)
Council Tax - Receiving or Providing Care Review
Combined Exemptions Form x2
Empty Caravan Pitch / Mooring (CLASS R)

Application for Exemption for a caravan pitch whilst the pitch is unoccupied and until the caravan is bought back onto the pitch.

This form is comprised of sections on:

- Liable Council Tax Payer
- Dates of occupation and inoccupation of pitch
- Owner of pitch and their address
- Declaration
- Extra Information Page

Length: 2 Pages
Declaration: Checkbox
Some Local Authorities using this form:
Scarborough, St Albans

Property Left Empty by a Person Receiving Care (CLASS I)

Application for a Council Tax Exemption where a property is unoccupied because it was the home of someone who has moved into another residence (not a residential home or hospital) to receive personal care.

This form is comprised of sections on:

- Liable Council Tax Payer
- Dates of occupation and inoccupation of:
  - The person receiving care
  - The person giving care
- Future intentions with the property
- Declaration
- Extra Information Page

Length: 2 Pages
Declaration: Checkbox
**In Hospital, Nursing Home or Hostel (CLASS E)**

Application for Council Tax Exemption on a home where the liable Council Tax payer is in hospital, a nursing home or a hostel and does not intend to return.

**Persons Providing Care (CLASS J)**

Application for Council Tax Exemption where the owner or tenant has left a property unoccupied having changed their place of residence in order to provide personal care for someone else, the empty property is exempt from Council Tax.

This form is comprised of sections on:

- Liable Council Tax Payer
- Address of home where care is taking place
- Address of home which is left vacant
- Dates when the person moved out, date of when the tenancy ends and date of when the furniture was removed
- The Person who is being cared for
- Declaration
- Extra Information Page

Length: 2 Pages

Declaration: Checkbox

Some Local Authorities using this form: Wycombe, Scarborough, St Albans
Occupied Annexe (CLASS W)

Application for Council Tax Exemption where an annexe is occupied as part of the main home or is the main home of a dependent relative of the council taxpayer of the main home. Where a dependent relative is someone who is over 65, severely mentally impaired or substantially and permanently disabled.

Declaration: Checkbox with a page to be printed and signed by the doctor where the person is SMI or disabled.

Some Local Authorities using this form: ARP, Scarborough, Fareham, SRP, St Albans

Occupation prohibited by law (CLASS G)

Application for Council Tax Exemption on a house where occupation is prohibited by law. The house must be unoccupied and unfurnished.

Declaration: Checkbox

Some Local Authorities using this form: ARP, Scarborough, Fareham, SRP, St Albans.
Unoccupied Annexe (Class T)

Application for Council Tax Exemption on an annexe which is an unoccupied property which (a) forms part of a single property, and (b) may not be let separately from that other dwelling without a breach of planning control.

This form is comprised of sections on:
- Liable Council Tax Payer
- Date property became unoccupied
- Whether the property can be sold or let
- Postal correspondence address
- Declaration
- Extra Information Page

Length: 2 Pages

Declaration: Checkbox

Some Local Authorities using this form: Scarborough, St Albans

---

Left Empty by a Student (CLASS K)

Application for Council Tax Exemption on a house left empty by a student(s) at University or College moving out of the property.

This form is comprised of sections on:
- Liable Council Tax Payer
- Date property became unoccupied
- Details of student and course
- Declaration
- Extra Information Page

---

Page 2 - Council Tax Exemption - Unoccupied Annexe

Section
- Liable Council Tax Payer
- Date property became unoccupied
- Whether the property can be sold or let
- Postal correspondence address
- Declaration
- Extra Information Page

Some Local Authorities using this form: Scarborough, St Albans
In Care Home (CLASS E)

Application for Council Tax Exemption on a home where the liable Council Tax payer is in a care home or hospital receiving residential care.

This form is comprised of sections on:

- Liable Council Tax Payer
- Address of home where care is taking place
- Address of home which is left vacant, and dates where moved out/tenancy ends and furniture removed.
- Details of Person who is being cared for
- Declaration
- Extra Information Page

Length: 3 Pages

Declaration: Checkbox

Some Local Authorities using this form: Ashford, Scarborough, St Albans

Notification of Deceased Person (CLASS F)

Application for Council Tax Exemption on a house where the liable person has become deceased.

This form is comprised of sections on:

- Deceased Council Tax Payer
- Executors details
- Solicitors details
- Landlord details (if property is rented)
- Declaration
- Extra Information Page

Length: 3 Pages

Declaration: Checkbox

Some Local Authorities using this form: Basildon, Scarborough, St Albans, Wycombe
Receiving or Providing Care
Review

Combined Exemptions

One single application form which allows claimants to select a reason for claiming Council Tax exemption, including: Uninhabitable, Empty, Owned by Charity, Empty & Unfurnished, Liable Person in Detention, Liable Person in Care Home, Liable Person Deceased, Occupation Prohibited by Law, Empty Awaiting Minister of Religion, Liable Person in Need of Care, Liable Person Away Giving Care, Left Empty by Student, Repossessed Dwellings, Occupied by Students, Occupied by Visiting Force, Left Empty by a Bankrupt Person, Empty Caravan Pitch/Mooring, Occupied by Under 18s, Unoccupied Annexe, Occupied by SMI, Occupied Annexe.

This form is comprised of sections on:
- Liable Council Tax Payer
- Select the exemption(s) application is being made for
- Relevant pages on selecting an exemption
- Declaration

Length: 21 Pages

Declaration: Checkbox

Some Local Authorities using this form: Wycombe, Pembrokeshire, Shared Revenues Partnership, Medway, Ashford

Review form for someone who is either receiving or providing care and therefore living elsewhere so there property is exempt from Council Tax. To let the Council know if the circumstances have changed.

This form is comprised of sections on:
- Liable Council Tax Payer
- Address of Unoccupied Property
- Address where care was/is being provided
- Date returned home if no longer receiving or providing care
- Declaration

Length: 1 Page

Declaration: Checkbox

Select your exemption:
You will be required to complete relevant questions on the following pages.
Council Tax Non Domestic Rates Forms

New Build Exemption Form
Retail Relief Application
Application for Small Business Relief
Occupation Form
Vacation Form
Vacation and Occupation Form
Change of Circumstances
Mandatory / Discretionary Rate Relief for Charitable and Other Non Profit Making Organisations

NEW Mandatory and Discretionary Rate Relief
NEW Small Business Bonus
NEW Rural Rate Relief
NEW Special Rebate (Disabled Persons)
NEW Statutory Rating Relief
NEW Renewable Energy Generation
NEW Empty Period Rates Relief
NEW Fresh Starts Rate Relief
NEW Change of Tenancy
NEW Change of Ownership
New Build Exemption Form

Application for Council Tax Exemption on an unoccupied new build (for up to 18 months) where the property comes on the list between 1st October 2013 and 30th September 2016.

This form is comprised of sections on:

- Business Details
- Details of New Build
- State Aid
- Declaration

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: ARP, Fareham, Scarborough

Retail Relief Application

Application for relief to occupied retail properties with a rateable value of £50,000 or less in each of the years 2014/15 and 2015/16 only.

This form is comprised of sections on:

- Business Details
- Declaration

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: ARP, Fareham, SRP

Small Business Relief

Application for Small Business Relief for one property or one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,599.

The rateable value of the property, or the aggregate rateable value of all properties must not exceed £17,999 outside London or £25,499 within London, on every day for which relief is being sought.

This form is comprised of sections on:

- Business Details
- Any other business properties
- Declaration
- Extra Information Page

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: ARP, Basildon, Fareham, Scarborough
Occupation Form
Registration for business rates for any business moving into or within the Council district.

**This form is comprised of sections on:**
- Details of new property
- Completion date of purchase
- Solicitor / Estate Agents Details
- Landlord / Letting Agents Details
- Details of property occupation/start date
- Details of anyone living in the property
- Declaration
- Extra Information Space

**Length:** 4 Pages

**Type of Declaration:** Checkbox

**Some Local Authorities using this form:** Ashford, Basildon, Scarborough, St Albans, Wycombe

---

Vacation Form
Registration for business rates for any business out of a property within the Council district.

**This form is comprised of sections on:**
- Property details
- Date of vacation
- List anything remaining in property
- Details of whether the property has been sold or not
- Landlord / Purchaser details
- Forwarding details
- Declaration

**Length:** 2 Pages

**Type of Declaration:** Checkbox

**Some Local Authorities using this form:** Ashford, Basildon, Scarborough, St Albans, Wycombe

---

**Vacation and Occupation Form**
Form for completion by applicants who are moving in, moving out or changing premises within the Council District.

**This form is comprised of sections on:**
- Option to select whether a property is being vacated/occupied or one property is being vacated and another occupied
- The sections which match the option selected will then open up, with the same sections as the above forms

**Length:** 8 Pages

**Type of Declaration:** Checkbox

---

**Page 2**

<table>
<thead>
<tr>
<th>Vacation Form</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Council Tax Account Reference</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Telephone number</td>
<td></td>
</tr>
</tbody>
</table>

Please enter the names of all those persons responsible for the payment of Council Tax at the address you are vacating.

<table>
<thead>
<tr>
<th>First Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Date of vacation</td>
<td></td>
</tr>
<tr>
<td>Forwarding address</td>
<td></td>
</tr>
</tbody>
</table>

---

**Victoria Forms**
Change of Circumstances

This form is comprised of sections on:

- Liable Council Tax Payer
- Claiming Organisation
- Questions for charity shops only
- Being a member of the organisation
- Declaration
- Official Use Only page (details of amounts of MR and DR granted, effective start dates and who they’re authorised by).

Length: 4 Pages

Type of Declaration: Checkbox

Mandatory / Discretionary Rate Relief for Charitable and Other Non Profit Making Organisations

Application for Mandatory / Discretionary Rate Relief for Charitable and Other Non Profit Making Organisations.

This form is comprised of sections on:

- Liable Council Tax Payer
- Claiming Organisation
- Questions for charity shops only
- Being a member of the organisation
- Declaration
- Official Use Only page (details of amounts of MR and DR granted, effective start dates and who they’re authorised by).

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: Scarborough, St Albans
Small Business Bonus

Businesses which own individual properties with a rateable value of up to £18,000 or a combined rateable value of £35,000 or less will be eligible for this relief.

Mandatory & Discretionary Rate Relief

Charities or organisations which are not established or conducted for profit may be entitled to help with their Business Rates bill.

This form is comprised of sections on:
- Applicant Details
- Account Details
- Property Details
- Declaration
- Extra Information Page

Length: 2 Pages
Type of Declaration: Checkbox

This form is comprised of sections on:
- Applicant Details
- Organisation / Charity
- The Property
- Mandatory / Discretionary Relief
- Management and Finance of Organisation
- Documentation Required
- Declaration
- Extra Information Page

Length: 4 Pages
Type of Declaration: Checkbox
Rural Rate Relief

Application for Rural Rate Relief, where a business is in an area with a population below 3000. Discount where your business is the only village shop or post office with a rateable value up to £8,500, or the only public house or petrol station with a rateable value up to £12,500.

This form is comprised of sections on:
- The Applicant
- The Property
- The Business
- Declaration
- Extra Information Page

Length: 3 Pages

Declaration: Checkbox

---

Special Rebate (Disabled Persons)

Application for Disablement Rebate in terms of the Rating (Disabled Persons) Act 1978.

This form is comprised of sections on:
- The Applicant
- The Property
- How the premises is being used
- Declaration
- Extra Information Space

Length: 2 Pages

Declaration: Checkbox
Statutory Rating Relief

Application for statutory rating relief.

This form is comprised of sections on:
- The Applicant
- The Property
- Declaration
- Extra Information Page

Length: 2 Pages

Declaration: Checkbox

### Section 1 - Your Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 2 - Property Details

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Declaration

Please see the entry page on Page 3 to fill in anything else you think we should know:

I certify that the property is occupied by a religious body and that the premises are used wholly or mainly for religious purposes, and such occupancy and use is expected to continue during the current rating year.

Please check this box to confirm you have read and agree to the above declaration.

Date

---

Renewable Energy Generation Relief Scheme

Application for relief for a renewable energy producer who is solely concerned with the production of heat or power (or both) from; biomass, biofuels, fuel cells, photovoltaics, water, wind, solar power or geothermal sources.

### Section 1 - Your Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section 2 - Property Details

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Page 2

Renewable Energy Relief Application

Application to apply for Renewable Energy Generation Relief in accordance with the Non Domestic Rates (Renewable Energy Generation Relief) (Scotland) Regulations 2010:

<table>
<thead>
<tr>
<th>Last Names</th>
<th>Other Names</th>
<th>Pen Name Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Page 3

Remarks for Guidance:

The qualifying conditions for the purpose of the scheme is defined as a business mainly trading or otherwise involved in a company in a renewable energy producer in Scotland with a total combined net rateable value in excess of £25,000, wholly concerned with the generation of heat or power (or both) from the following sources:

- Biomass
- Biofuels
- Fuel Cells
- Photovoltaics
- Water (excluding water and tidal, but excluding production from the pumped storage or tidal)
- Wind
- Solar Power
- Geothermal Sources

This form is comprised of sections on:
- The Applicant
- The Property
- Other properties owned by the company (there is space for 3)
- Declaration
- Extra Information Page

Length: 4 Pages

Declaration: Checkbox
Empty Period Rates Relief
Application for rates relief for typically the first three months where a property is empty.

Fresh Starts Rate Relief
Application for rates relief on a property which was recently empty and has been newly occupied. Relief of up to 50% can be provided for up to 1 year.

This form is comprised of sections on:
- The Applicant
- The Property
- Declaration
- Extra Information Page
Length: 2 pages
Declaration: Checkbox

This form is comprised of sections on:
- The Applicant
- The Property
- Whether the property is unoccupied and unfurnished
- Exemptions
- Declaration
- Extra Information Page
Length: 3 pages
Declaration: Checkbox
Change of Tenancy

Form to inform the council that a property has had a change in tenancy.

This form is comprised of sections on:

- The Applicant
- The Property
- Outgoing / Subtenant Details
- Incoming Tenant / Occupier
- Declaration
- Extra Information Page

Length: 3 Pages

Declaration: Checkbox

Change of Ownership

Form to inform the council that a property has had a change in ownership.

This form is comprised of sections on:

- The Applicant
- The Property
- Buyer Details
- Seller Details
- Declaration
- Extra Information Page

Length: 3 Pages

Declaration: Checkbox
Council Tax Other Forms

- Change of Address
- Change of Circumstances
- Additional Instalments
- Arrangement Form
- Budget Form
- Direct Debit Mandate
- Direct Debit Instruction
- Enquiry Form
- Exceptional Hardship Application
- Long Term Empty Property Review
- Refund Application
- Statement Form
- Sole and Main Residence
- Personal Information
- Owner / Landlord Change of Tenant Notification Form
- Occupation Form
- Vacation Form
- Combined Vacation and Occupation
- Combined Vacation and Occupation (and refund)
Change of Address

Form for an applicant to complete when someone has changed their address to inform the Local Authority.

This form is comprised of sections on:
- Liable Council Tax Payer
- Change of Address information
- Details of the new property
- Extra Information Page
- Declaration

Length: 4 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: ARP, Fife, Ashford, Basildon, Luton, Medway, St Helens, Waveney, St Albans, Scarborough

Change of Circumstances

Form to report a change in one or many circumstances to the Council, for example, change of name, address, billing address, household composition, property ownership, experiencing difficulty paying council tax.

This form is comprised of sections on:
- Liable Council Tax Payer
- Council Tax Account Reference Number
- Property Address
- Full detail and date of change
- Declaration
- Extra Information Page

Length: 2 Pages

Type of Declaration: Checkbox

Local Authorities using this form: ARP, Medway, Inverclyde, Ashford, Basildon, Castle Point, Fareham, Mid Devon, North Ayrshire, SVP, Wandsworth, Waveney
Additional Instalments
Application to pay monthly instalments of Council Tax until the end of the year.

This form is comprised of sections on:
- Liable Council Tax Payer
- Receive bills by email?
- Call back to set up direct debits?
- Declaration

Length: 1 Page
Type of Declaration: Checkbox
Some Local Authorities Using this form: Basildon

Arrangement Form
Application to set up a payment arrangement if you have been sent a summons to the magistrates court.

Length: 2 Pages
Type of Declaration: Checkbox
Some Local Authorities using this form: ARP, Scarborough, St Albans

Budget Form
Form asking about a persons household income, debts, benefits received, other income sources, household outgoings and the persons repayment offers for Council Tax, Business Rates and Other options

This form is comprised of sections on:
- Liable Council Tax Payer
- Debts Owed
- Household Income
- Household Benefits Income
- Other Income
- Outgoings
- Offers of repayments
- Declaration

Length: 5 Pages
Type of Declaration: Checkbox

<table>
<thead>
<tr>
<th>About your household outgoings</th>
<th>Name 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgage</td>
<td>every</td>
</tr>
<tr>
<td>Rent</td>
<td>every</td>
</tr>
<tr>
<td>2nd mortgage</td>
<td>every</td>
</tr>
<tr>
<td>Secure loan</td>
<td>every</td>
</tr>
<tr>
<td>Ground rent</td>
<td>every</td>
</tr>
<tr>
<td>Service Charges</td>
<td>every</td>
</tr>
<tr>
<td>Home insurance</td>
<td>every</td>
</tr>
<tr>
<td>Life insurance</td>
<td>every</td>
</tr>
<tr>
<td>Council Tax</td>
<td>every</td>
</tr>
<tr>
<td>Gas</td>
<td>every</td>
</tr>
<tr>
<td>Electricity</td>
<td>every</td>
</tr>
<tr>
<td>Water</td>
<td>every</td>
</tr>
<tr>
<td>Food / Housekeeping</td>
<td>every</td>
</tr>
</tbody>
</table>
Direct Debit Mandate

Direct Debit Details to pay Council Tax

This form is comprised of sections on:
- Liable Council Tax Payer
- Account Details
- Address of Bank / Building Society
- Council Tax Account Reference Number
- What date of the month they want to pay

Length: 1 Page
Type of Declaration: Checkbox

Some Local Authorities using this form: Fareham

Direct Debit Instruction

Direct Debit Mandate and Instructions on the paying Council Tax by Direct Debit.

This form is comprised of sections on:
- Liable Council Tax Payer
- Account Details
- Address of Bank / Building Society
- Council Tax Account Reference Number
- What date of the month they want to pay

Length: 2 Pages
Type of Declaration: NO DECLARATION

Some Local Authorities using this form: Brentwood, Castlepoint, Medway, Harrogate, Scarborough, Uttlesford, SRP
Enquiry Form

A basic form about the people who live in the house who qualify as liable for Council Tax payments.

Exceptional Hardship

Further help towards an applicant’s council tax bill if they are facing severe financial hardship.

This form is comprised of sections on:

- Liable Council Tax Payer
- Details of last address / move and affordability of move
- Income and Spending
- Debts
- Details of whether they have looked for debt advice
- Other reasons they would like exceptional hardship payment
- Declaration
- Extra Information Page

Length: 8 Pages

Type of Declaration: Checkbox or Signature

Some Local Authorities using this form: Brentwood, St Helens, Wycombe

This form is comprised of sections on:

- Liable Council Tax Payer
- Dates of purchase/moving in etc.
- Property owners details
- Apply for Single Person Discount
- Apply for Disabilities Discount
- Paying by Instalments
- Declaration

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: Ashford, Dundee, Fareham, Kensington & Chelsea, Reigate & Banstead, St Albans, Wycombe
Long Term Empty Property Review

A review form for homes which have remained empty over a long period of time. For example since the previous year they applied for an exemption / discount.

This form is comprised of sections on:

- Liable Council Tax Payer
- Council Tax Account Number from Review Letter
- Address and details of empty property
- Declaration
- Extra Information Page

Length: 2 Pages

Type of Declaration: Checkbox

Refund Application

If a change in your circumstances results in an overpayment of Council Tax, you can apply for a Council Tax Refund.

This form is comprised of sections on:

- Liable Council Tax Payer
- Details of old property outside of borough if credit transfer required
- Name and account details if refund required
- Declaration

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: Ashford, Basildon
Statement Form

A simple form for any changes that the Council need to know about.

This form is comprised of sections on:
- Liable Council Tax Payers Details
- Council Tax Account Reference Number
- Details of any changes (including dates)
- Declaration

Length: 1 Page
Type of Declaration: Checkbox

Some Local Authorities using this form: Medway

Sole and Main Residence

A form for someone who resides in two properties.

This form is comprised of sections on:
- Liable Council Tax Payers Details
- Details of both properties
- Employment details
- Declaration
- Extra Information Page

Length: 3 Pages
Type of Declaration: Checkbox

Some Local Authorities using this form: Shared Revenues Partnership

Personal Information

Personal information about the person who owes Council Tax and the form allows them to enter how much they think they can pay and how often.
**Owner / Landlord Change of Tenant Notification**

Form for a Landlord to let the Council know when they have a new tenant in their property.

This form is comprised of sections on:

- Owner / Landlord
- Property
- Current Tenants
- New Tenants
- New Owners
- Declaration

Length: 3 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form:
Ashford, Fareham, Scarborough, St Albans
Kensington & Chelsea, Pembrokeshire

**Occupation Form**

Form to tell Council you have moved into a property within the district boundaries.

This form is comprised of sections on:

- Liable Council Tax Payers Details
- Dates (purchased/occupied/furnished/rented)
- Old Occupier Address
- Details of all over 18s
- Details of 16 and 17 year olds
- Property owner / agent details
- Why is it unoccupied?
- Other exemptions
- Declaration
- Extra Information Space

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form:
Inverclyde, St Albans, Scarborough, Ashford

**Vacation Form**

To inform the Council you are vacating a property.

This form is comprised of sections on:

- Details of person leaving property
- Others leaving property (and forwarding addresses)
- Names of anyone who will still live there
- Whether you are Liable for Council Tax at your new address
- How you are leaving the property (furnished/unfurnished)
- Whether property has been sold / is being leased / rented

Length: 3 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: Ashford, Fareham, Scarborough, St Albans
Kensington & Chelsea, Pembrokeshire
Vacation and Occupation

To notify the Council when moving out of a property in the area and into another in the same area.

This form is comprised of sections on:

- Select whether moving into, out of or within the Council Area
- Details of the property being moved out of
- Details of the property being moved in to
- Details of the properties being moved between in the area
- Declaration
- Extra Information Page

(And refund)

Additional page on applying and giving bank details if a Council Tax refund is due.

- Account Details

Some Local Authorities using these forms: ARP, Basildon, Harrogate, SRP, St Albans, Wycombe
Sentry House
Northgate Street Business Park
110B Northgate Street
Bury St Edmunds
Suffolk
IP33 1HP

Telephone: 01284 701000
Email: VicFormsSales@VictoriaForms.co.uk
Web: www.victoriaforms.co.uk

Our Offices are open Monday to Thursday (excluding UK public holidays) 9.00am to 5.30pm, Fridays 9.00am to 5.00pm.