

Victoria Forms

Revenues Forms

Catalogue

70+
Forms



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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 Cancellation, Change of Address) are already set up for back office integration straight into Northgate.

The logo for Victoria Forms, featuring the company name in white text inside a dark blue oval shape.

**Victoria
Forms**

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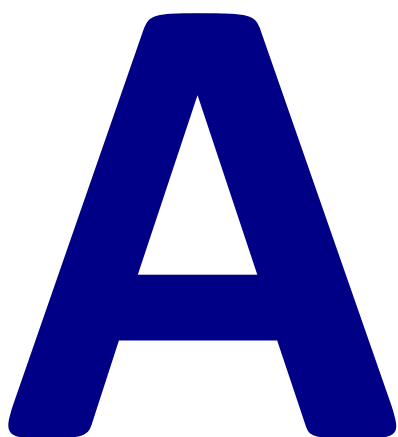
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Council Tax Discount Forms

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**

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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**

**Victoria
Forms**

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

Page 2 Council Tax Application for Discount - Apprentices

Surname of taxpayer	<input type="text"/>
Other names of taxpayer	<input type="text"/>
Title	<input type="text"/>
Address, including room number if you have one	<input type="text"/>
Postcode	<input type="text"/>
Surname of apprentice	<input type="text"/>
Other names of apprentice	<input type="text"/>
Title	<input type="text"/>
Council Tax account reference	<input type="text"/>
Number of residents over the age of 18 years in the property	<input type="text"/>
Telephone number	<input type="text"/>
Mobile number	<input type="text"/>
Email address	<input type="text"/>

The Employer

Name of employer	<input type="text"/>
Address of employer	<input type="text"/>
Postcode	<input type="text"/>
Trade/Profession/Vocation being undertaken	<input type="text"/>
Period of apprenticeship: (from date)	<input type="text"/>
Date apprenticeship ended	<input type="text"/>
Gross weekly salary including any allowance	<input type="text"/>

Please print page 3 and ask your employer to complete it.

Length: 3 pages

Declaration: Checkbox for claimant, Page 3 (Employers Certificate) needs to be 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

Page 3 Council Tax Discount - Employed Careworker

If there is any more information you would like to give us please use the Extra Space below.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make and enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

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

Full name

Data Protection Statement - Council Tax and Business Rates:

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Council unless you have consented to their release, or in certain circumstances where:

- We are legally obliged to do so;
- Disclosure is necessary for the proper discharge of our statutory functions;
- Disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;
- We are under a duty to protect public funds.

We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

Please use the space below to tell us anything else you think we should know about:

Length: 2 pages

Declaration: Checkbox or Signature

Some Local Authorities using this form:

St Albans, Wycombe



**Victoria
Forms**

Disabled Relief

Page 2 Application for Disabled Relief

Surname

Other names

Title

Address property

Postcode

Telephone number

Mobile number

Email address

Correspondance address (if different)

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)

Page 3 Application for Disabled Relief

What is the name of the disabled person?

Title

Surname

Other names

Age (if under 18)

Please indicate which facilities are in the property to meet the needs of the disabled person by selecting the relevant boxes.

a. a Room other than a bedroom, kitchen or lavatory sed mainly by the disabled person.

No ☐

Yes ☐

b. a second bathroom or kitchen required for meeting the needs of the disabled.

No ☐

Yes ☐

c. extra space inside the property to allow for wheelchair circulation.

No ☐

Yes ☐

What is the nature of their disability?

Date the disabled relief should apply from:

Please provide the name and address of their doctor:

Name

Address

- Extra Information Page
- Declaration

Length: 3 pages

Declaration: Checkbox

Some Local Authorities using this form:

Wycombe, ARP, Ashford, Medway, Scarborough, Pembrokeshire, St Albans

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

Length: 2 pages

Declaration:
Checkbox

Some Local Authorities using this form:

ARP, SRP, Scarborough, Wigan, Wycombe, St Albans

Page 2 "Your Council Name"

COUNCIL TAX APPLICATION FOR DISCOUNT - FOR PERSONS IN RESPECT OF WHOM CHILD BENEFIT IS PAYABLE

Surname Telephone number

Other names Mobile number

Title

Address

Postcode

Council Tax Account Reference

Email address

Please give details of all persons to be disregarded for council tax purposes on these grounds:

	Person 1	Person 2	Person 3
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Child Benefit number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date child benefit ceases	<input type="text"/>	<input type="text"/>	<input type="text"/>
Proof of Benefit	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide us with (by post, by scanning and attaching it to this form, or in person) proof of child benefit such as a copy of the award letter from the Benefits Agency. Any original documents will be returned to you within 14 days of the date received.

Please give the names of all other persons aged 18 or over resident at the property:

	Person 1	Person 2	Person 3
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give details of all other persons aged 16 or 17 in the property

	Person 1	Person 2	Person 3
Surname	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
DDMMYYYY	<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

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

Your name Date DDMMYYYY

If there is any more information you would like to tell us please use the extra page on page 3.

Data Protection Statement - Council Tax and Business Rates

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with us and are legally obliged to do so. Disclosure is necessary for the proper discharge of our statutory functions. We are under a duty to protect public funds. We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

**Victoria
Forms**

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

Page 2 - Council Tax Exemption - Occupied Annexe

Surname

Other Names

Title

Address

Postcode

Email Address

Telephone Number

Mobile Number

Council Tax Account Reference

Date of Occupation of the Annexe DD/MM/YYYY

How many residents occupy the annexe?

Resident 1
Full Name

Date of Birth DD/MM/YYYY

What is the relationship of the annexe dweller to the owner of the main dwelling?

Severely Mentally Impaired?

No ☐

Yes ☐

Disabled?

No ☐

Yes ☐

You will need to provide evidence if you indicate a resident is severely mentally impaired or disabled. Please see page 3 for details of the documentation required.

If there is any more information you would like to give us please use the extra page on page 3.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

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

School Leavers

Page 2 - Council Tax Discount - School Leavers

For the purpose of calculating the number of residents in a dwelling, a person shall be disregarded if that individual has during the current financial year:

1. Attained the age of 18, but,
2. Is under the age of 20, and,
3. Has come to the end of a full-time course in education between 1st April and 1st November in which case that person will be disregarded for discount purposes up to 1st November.

Applicant Details

Surname

Other names

Email Address

Telephone Number

Mobile Number

Council Tax Account Reference

Address

Postcode

How many adults in your household qualify under the conditions above?

If there is any more information you would like to give us please use the extra page on page 3.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

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

Full Name

Data Protection Statement - Council Tax and Business Rates:

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Council unless you have consented to their release, or in certain circumstances where:

- We are legally obliged to do so;
- Disclosure is necessary for the proper discharge of our statutory functions;
- Disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;
- We are under a duty to protect public funds.

We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes

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

**Victoria
Forms**

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

Declaration: 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

**Victoria
Forms**

Empty and Unfurnished Property

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

Page 2 - Council Tax - Empty and Unfurnished Property

Surname

Other Names

Title

Address of empty property

Postcode

Telephone Number

Mobile Number

Council Tax Account Reference

Email Address

What date did the property become unoccupied? DD/MM/YYYY

What date was the furniture removed? DD/MM/YYYY

List any remaining items of furniture.

What are your intentions for the property?
e.g. Will it be sold, rented out, used as a second home etc.

At what address do you currently live?

Postcode

If there is any further information you would like to tell us please use the extra page on page 3.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in

This form is comprised of sections on:

- Liable Council Tax Payer
- Details of when property became empty
- 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

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

Page 2

Council Name

COUNCIL TAX - UNINHABITABLE PROPERTY

Surname Telephone number

Other names Mobile number

Title

Address of uninhabitable property

Postcode

Council tax account reference

Email address

Is the property unoccupied? No ☐ Yes ☐ What date did the property become unoccupied? DD/MM/YYYY

Is the property soon to be unoccupied? No ☐ Yes ☐ What date will the property become unoccupied? DD/MM/YYYY

What date will the work commence? DD/MM/YYYY

Please give a full description of the alterations and repair works being carried out. (continue on page 3 if necessary)

Have you applied for planning permission for this work? No ☐ Yes ☐

If Yes please provide the planning reference number.

When is work due to be completed? Address to which correspondence should be sent.

If already finished please give the exact date of completion.

Postcode

We require documentary evidence to support the application. E.g. a builder's or surveyor's report, plans of the work, photographs. You can submit them by post, in person or scan and attach them to this form (see page 1 for contact details).

If there is any more information you would like to give us please use the extra page on page 3.

It may be necessary for the council's inspection officer to visit the property to verify its condition and the nature of the works required under way. This enables us to ensure discounts are correctly awarded in line with the relevant legislation.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the council to make any enquiries necessary to verify it. I understand that I am obliged to inform the council of any change in circumstances.

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

Your name

Length: 2 pages

Declaration: Checkbox

Some Local Authorities using this forms:

Scarborough, St Albans

**Victoria
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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



Select your discount(s):
You will then be required to complete the relevant questions on the following pages.

- | | |
|-----------------------------|--------------------------|
| Apprentices | <input type="checkbox"/> |
| Away giving care | <input type="checkbox"/> |
| Care Workers and Carers | <input type="checkbox"/> |
| Child Benefit recipients | <input type="checkbox"/> |
| Detention | <input type="checkbox"/> |
| Foreign Language | <input type="checkbox"/> |
| In care home | <input type="checkbox"/> |
| In need of care | <input type="checkbox"/> |
| Occupied by SMIs | <input type="checkbox"/> |
| Occupied by students | <input type="checkbox"/> |
| Occupied by under 18s | <input type="checkbox"/> |
| Occupied by visiting force | <input type="checkbox"/> |
| Patients in Hospital / care | <input type="checkbox"/> |
| School / College Leavers | <input type="checkbox"/> |
| Student Nurses | <input type="checkbox"/> |
| Youth training trainees | <input type="checkbox"/> |

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

Page 2

** Your Council Name **

COUNCIL TAX DISCOUNTS

Names(s) of Council Tax Payer(s)

Property Address

Postcode

Council Tax Reference

Which discount do you wish to claim?

What date do you wish to claim this from?

Are you the only adult in the property? Yes ☐ No ☐

If No please provide the names and dates of birth for all occupants, including yourself

Name	Date of Birth

List below any household members who you believe should disregard for Council Tax purposes & why.

Name	Type of disregard

Please provide any other information which is required or you feel will be useful

Please provide any relevant proof to support your application

Your surname

Your other names

Title

Your Confirmation ☐ Date

Email Address & Telephone Number (this is not compulsory) Tel.

If you are not the Council Tax Payer specify your relationship to them (e.g. friend, son)

Data Protection Act 1998: The information on this form will be used to help the Council decide on liability for the Council Tax. The information will only be used for this purpose.

**Victoria
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B

Council Tax Discount / Exemption Forms

Council Tax Exemption / Discount -
Severely Mentally Impaired (CLASS U)

Council Tax Exemption / Discount -
Occupied by Students (CLASS N) x2

Council Tax Exemption / Discount -
Occupied-by Under 18s (CLASS S)

Council Tax Exemption / Discount -

NEW Reduction for Annexes

Council Tax Exemption / Discount -
Occupied by visiting forces (CLASS P)

Council Tax Exemption / Discount - **In
Detention (CLASS D)**

Council Tax - **Combined Exemption /
Discount Review**

Council Tax - **NEW** Combined Exemption
and Discount

**Victoria
Forms**

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

Page 2 - Council Tax Exemption / Discount - Severely mentally impaired

Please enter the details of the person who is severely mentally impaired.

Surname	
Other names	
Title	
Address	
Postcode	
Email address	
Telephone number	
Mobile number	
Council Tax account reference	

How many adults are normally resident at the above address?

In addition to being severely mentally impaired the applicant must also be in receipt of one or more of the following qualifying benefits.

Please indicate in the boxes below which benefits are being received by the applicant, and submit proof of the benefit received and the benefit start date, this can be done by post.

Incapacity Benefit	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
Severe Disablement Allowance	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
Unemployment Supplement	
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
Attendance Allowance	
No	<input type="checkbox"/>

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

Page 2 - Council Tax Exemption / Discount - Occupied by Students

Surname	
Other names	
Address	
Postcode	
Telephone Number	
Mobile Number	
Council Tax account reference	
Email Address	
Are you the Landlord?	<input type="checkbox"/>
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

A 25% discount will apply if all but one of the adult (over 18) occupants of the property qualify as a student for Council Tax purposes. If all of the adult occupants are students a 100% exemption will apply.

Details of student residents

How many students live in the property?

If there are more than 6 students please use the space provided on page 4 to tell us about these.

Student 1

Name of student	
Date of birth (if under 20)	
Date moved in	
Name of course	
Course start date	
Course end date	
Hours of daytime attendance per week (excluding mealtimes and unsupervised study)	
Course administration details	
Name	
Address	
Postcode	
Telephone Number	

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

**Victoria
Forms**

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.

Page 2

** Your Council Name **

COUNCIL TAX EXEMPTION - OCCUPIED BY VISITING FORCES

Surname	<input type="text"/>	Telephone number	<input type="text"/>
Other names	<input type="text"/>	Mobile number	<input type="text"/>
Title	<input type="text"/>	Council Tax Account Reference	<input type="text"/>
Address	<input type="text"/>		Name of Visiting Force
Postcode	<input type="text"/>	Date on which residence at the property commenced	<input type="text"/> DD/MM/YYYY
Email address	<input type="text"/>	Anticipated date of termination of residence	<input type="text"/>
Place of employment	<input type="text"/>		
Association with Visiting Force			
Member of force - please produce your ID card and Orders.	<input type="checkbox"/>	Dependant—UK Citizen	<input type="checkbox"/>
Member of civilian component - please produce your passport with Home Office stamp.	<input type="checkbox"/>	Dependant—Foreign National	<input type="checkbox"/>
Names of all other over 18's living in the property			
Title	Forename	Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

If there is any more information you would like to give us please use the extra page on page 3.

Please print the declaration form on page 4 and have it completed by your Chief of Administrative Services. It should then be submitted to this office in person, by post, or scanned and emailed (see page 1 for contact details).

Declaration
I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

Please check this box ☐ Date

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.

**Victoria
Forms**

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.

Page 2 - Council Tax Discount/Exemption Review

If you have received a council tax discount/exemption review form in the post you can use this form to reply online.

Enter your council tax account number from the review letter:

Title

Surname or family name

Other names

Your current address

Postcode

Telephone number

Mobile number

Email address

Having read the information in your review letter do you believe you still qualify for the discount/exemption you currently receive?

Yes ☐

No ☐

How many people over the age of 18 live in the property?

Declaration

Please read the declaration carefully before confirming your agreement.

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

Name

Data Protection - Any information you give us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential, and safeguard them. We will not disclose them to anyone unconnected with the council unless you have consented to their release, or in certain circumstances where:

- We are legally obliged to do so;
- Disclosure is necessary for the proper discharge of our statutory functions;
- Disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;

We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

Form is yet to be submitted.

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

**Victoria
Forms**

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.

Page 3

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.

- | | |
|---|---|
| <input type="checkbox"/> Persons in Detention | <input type="checkbox"/> Apprentices |
| <input type="checkbox"/> Liable Person in Care Home/Hospital | <input type="checkbox"/> Child Benefit recipients |
| <input type="checkbox"/> Estate of a Deceased Person | <input type="checkbox"/> Foreign Language Assistant |
| <input type="checkbox"/> Property Prohibited by Law | <input type="checkbox"/> Student Nurses |
| <input type="checkbox"/> Uninhabitable | <input type="checkbox"/> Youth Training Trainees |
| <input type="checkbox"/> Liable Person Away Receiving Care | <input type="checkbox"/> Occupied by Under 18s |
| <input type="checkbox"/> Person Providing Care | <input type="checkbox"/> Severely Mentally Impaired |
| <input type="checkbox"/> Care Workers and Carers | <input type="checkbox"/> Occupied by Students |
| <input type="checkbox"/> Left Empty by a Student | <input type="checkbox"/> Occupied by Visiting Force |
| <input type="checkbox"/> Repossessed Property | <input type="checkbox"/> Occupied Annexe |
| <input type="checkbox"/> Left Empty by a Bankrupt | <input type="checkbox"/> School / College Leavers |
| <input type="checkbox"/> Empty Caravan Pitch/Mooring | <input type="checkbox"/> Single Person |
| <input type="checkbox"/> Unoccupied Annexe | <input type="checkbox"/> Disabled Persons |
| <input type="checkbox"/> Empty and Unfurnished | |
| <input type="checkbox"/> Empty, Awaiting Minister of Religion | |
| <input type="checkbox"/> Owned by Charities | |

C

Council Tax Exemption Forms

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

**Victoria
Forms**

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

Page 2

Council Name

COUNCIL TAX EXEMPTION - EMPTY CARAVAN PITCH/MOORING

Surname Telephone number

Other names Mobile number

Title

Address of uninhabitable property

Postcode

Email address

Council Tax account reference

What date did the pitch/mooring become unoccupied? DD/MM/YYYY

What date did/will it become re-occupied? DD/MM/YYYY

What is your full postal address?

Postcode

What is the name of the person who owns the plot of land or mooring? (if different)

What is their address?

Postcode

What is their phone number?

Please use the extra page on page 3 if there is any further information you would like to tell us.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

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

Date DD/MM/YYYY

Your name

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.

Page 2

Council Name

COUNCIL TAX - UNINHABITABLE PROPERTY

Surname Telephone number

Other names Mobile number

Title

Address of uninhabitable property

Postcode

Email address

Council tax account reference

Is the property unoccupied? No ☐ Yes ☐

What date did the property become unoccupied? DD/MM/YYYY

Is the property soon to be unoccupied? No ☐ Yes ☐

What date will the property become unoccupied? DD/MM/YYYY

What date will/did the work commence? DD/MM/YYYY

Please give a full description of the alterations and repair works being carried out. (continue on page 3 if necessary)

Have you applied for planning permission for this work? No ☐ Yes ☐

If Yes please provide the planning reference number.

When is work due to be completed?

Address to which correspondence should be sent.

Postcode

We require documentary evidence to support the application. E.g. a builder's or surveyor's report, plans of the work, photographs. You can submit them by post, in person or scan and attach them to this form (see page 1 for contact details).

If there is any more information you would like to give us please use the extra page on page 3.

It may be necessary for the council's inspection officer to visit the property to verify its condition and the nature of the works required under way. This enables us to ensure discounts are correctly awarded in line with the relevant legislation.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the council to make any enquiries necessary to verify it. I understand that I am obliged to inform the council of any change in circumstances.

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

Date

Your name

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

**Victoria
Forms**

In Hospital, Nursing Home or Hostel (CLASS E)

Page 2 - Council Tax Exemption - Property Left Empty By A Person Providing Care

Surname	<input type="text"/>
Other Names	<input type="text"/>
Address of property where care is provided	<input type="text"/>
Postcode	<input type="text"/>
Email Address	<input type="text"/>
Telephone Number	<input type="text"/>
Mobile Number	<input type="text"/>
Council Tax Account Reference	<input type="text"/>
Vacant Property Address of property (for which application is being made)	<input type="text"/>
Postcode	<input type="text"/>
Date on which the property ceased to be your main residence	<input type="text"/>
Date tenancy ends/ended	<input type="text"/>
Date furniture removed	<input type="text"/>
Has the property been put up for sale?	<input type="checkbox"/>
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
Name of person whom care is provided	<input type="text"/>

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.

This form is comprised of sections on:

- Liable Council Tax Payer
- The person who is in hospital / nursing home / hostel
- Date they moved out
- Names of anyone else in the property who is over 18
- Name and address of new residency
- Declaration
- Extra Information Page

Length: 2 Pages

Declaration: Checkbox

Some Local Authorities using this form: Wycombe

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

Page 2 ** Your Council Name **

COUNCIL TAX EXEMPTION - PROPERTY LEFT EMPTY BY A PERSON PROVIDING CARE

Surname	<input type="text"/>	Telephone number	<input type="text"/>
Other names	<input type="text"/>	Mobile Number	<input type="text"/>
Title	<input type="text"/>	Council Tax Account Reference	<input type="text"/>
Address of property where care is provided	<input type="text"/>		
Postcode	<input type="text"/>		
Email address	<input type="text"/>		

VACANT PROPERTY

Address of property (for which application is being made)	Date on which the property ceased to be your main residence
<input type="text"/>	<input type="text"/>
Postcode	Date tenancy ends/ended (if applicable)
<input type="text"/>	<input type="text"/>
Date furniture removed (if applicable)	<input type="text"/>

Has the property been put up for sale? No ☐ Yes ☐ If the property has not been put up for sale, or if it was rented and the tenancy has not been relinquished, please state below the reason(s) why and give an indication of how long you anticipate being resident elsewhere to provide care.

Name of person to whom care is provided

Reasons why personal care is required

Name of the illness/disability causing care to be required

If you have any more information you would like to give us please use the extra page on page 3.

Declaration
I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

Length: 2 Pages

Declaration: Checkbox

Some Local Authorities using this form:

Scarborough, St Albans

**Victoria
Forms**

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.

Page 4

** Your Council Name **

Please print this page and take it to your Doctor to complete and return it to:

** Your Council Address **
 ** Your Council Address **
 ** Your Council Address **

Alternatively you can scan and email it to this office (see page 1).

DOCTORS CERTIFICATE
 COUNCIL TAX STATUS DISCOUNT/ EXEMPTION FOR THE SEVERELY MENTALLY IMPAIRED

Name of the mentally impaired person

Address

Postcode

Name and address of doctor Name

Address

Postcode

I certify that in my opinion the above named person IS ☐

IS NOT ☐

suffering from "severe mental impairment of intelligence and social functioning (however caused), which appears to be permanent", in accordance with the Local Government Act 1992.

and has been since:

This form is comprised of sections on:

- Liable Council Tax Payer
- The details of all the residents of the annexe
- Declaration
- Extra Information Page
- Declaration for Doctor

Page 2 - Council Tax Exemption - Occupied Annexe

Surname

Other Names

Title

Address

Postcode

Email Address

Telephone Number

Length: 2 Pages

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.

Page 2 - Council Tax Exemption - Occupation Prohibited by Law

Surname

Other Names

Title

Address

Postcode

Email Address

Telephone Number

Mobile Number

Council Tax Account Reference

What was the date the property became unoccupied?
 DD/MM/YYYY

Is the occupation prohibited?
 No ☐

Yes ☐

Is the property subject to a compulsory purchase order?
 Yes ☐

This form is comprised of sections on:

- Liable Council Tax Payer
- Date property became unoccupied
- Whether the property is prohibited or subject to a compulsory purchase order and details about this
- Declaration

Length: 2 Pages

Declaration: Checkbox

Some Local Authorities using this form:

Scarborough, St Albans.

**Victoria
Forms**

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

Date the property became unoccupied	<input type="text"/> DD/MM/YYYY	Full name of the student? (if other than above)	<input type="text"/>
Name of the college or university attended?	<input type="text"/>		
Address of the college or university?	<input type="text"/>	Start date of course?	<input type="text"/> DD/MM/YYYY
	Postcode	End date of course?	<input type="text"/> DD/MM/YYYY
Please give details of your term time address	<input type="text"/>		
	Postcode		

Length: 2 Pages

Declaration: Checkbox

Some Local Authorities using this form: Scarborough, St Albans

Page 2 - Council Tax Exemption - Unoccupied Annexe

Surname	<input type="text"/>
Other Names	<input type="text"/>
Address or unoccupied annexe	<input type="text"/>
Postcode	<input type="text"/>
Email Address	<input type="text"/>
Telephone Number	<input type="text"/>
Mobile Number	<input type="text"/>
Council Tax Account Reference	<input type="text"/>
What date did the property become unoccupied?	<input type="text"/>
Is the property furnished?	<input type="checkbox"/>
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
Can the annexe be sold/let separately from the main property?	<input type="checkbox"/>
No	<input type="checkbox"/>
Yes	<input type="checkbox"/>
What is the full postal address for correspondence?	<input type="text"/>
Postcode	<input type="text"/>

If there is any more information you would like to give us please use the extra page on page 3.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

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

Your Name

Data Protection Statement - Council Tax and Business Rates



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

Page 2 Council Name

COUNCIL TAX UNOCCUPIED PROPERTY EXEMPTION - IN CARE HOME

Surname of former resident Address of empty property

Other names

Title

Council Tax account reference Postcode

On what date did the property become unoccupied? DD/MM/YYYY

Is the property furnished? No ☐ What date was the furniture removed? DD/MM/YYYY

Is the property owned ☐ or rented ☐ by the above person?

If rented, please provide details of the owner or Landlord, and indicate which:

Owner ☐ Name

Landlord ☐ Address

Postcode

Telephone

Date tenancy ended/will end DD/MM/YYYY

Details of the care home:

Name of home

Name of owner

Address

Postcode

Telephone

Date residency started DD/MM/YYYY

Is the residency permanent? No ☐ Yes ☐

Do they intend to return home? No ☐ What are the intentions with the property? e.g. to be sold, Yes ☐ let.

If there is anything else you need to tell us please use the extra page on page 4.

Length: 3 Pages

Declaration: Checkbox

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

Notification of Deceased Person (CLASS F)

Page 2 - Council Tax/Non Domestic Rates - Notification of Deceased Person

Surname of the deceased

Other names

Title

Address

Postcode

Council Tax/NDR Account Reference

Date of birth of the deceased DD/MM/YYYY

What was the date of death? DD/MM/YYYY

Executors details Name(s)

Contact address for the executor(s)

Postcode

Telephone Number

Has probate/administration been granted? No ☐

If no, please keep us informed of progress. Yes ☐

Solicitor's name (if different to executors)

Solicitor's address

Postcode

Did the deceased own any other property in our area? ☐

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

**Victoria
Forms**

Receiving or Providing Care Review

Review form for someone who is either receiving or providing care and therefore living elsewhere so their 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

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

**Victoria
Forms**



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

**Victoria
Forms**

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

Customers using this form: ARP, Fareham, SRP

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, Medway, 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

**Victoria
Forms**

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

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

The screenshot shows a web form titled 'Page 2 Vacation Form'. It contains several input fields for personal and property information:

- Surname
- First name
- Title
- Vacating Address
- Postcode
- Council Tax Account Reference
- Email address
- Telephone number

Below these fields is a section titled 'Please enter the names of all those persons responsible for the payment of Council Tax at the address you are vacating.' This section includes fields for:

- First Person: Surname, First name, Date of vacation, Forwarding address (with a question mark icon)
- Postcode
- Second Person: Surname, First name, Date of vacation, Forwarding address (with a question mark icon)

**Victoria
Forms**

Change of Circumstances

Page 2

Council Tax/Non Domestic Rates - Change of Circumstances

If you wish to report a change of circumstances in respect of your Council Tax/Non Domestic Rates (NDR) please complete this form.

Name of the liable person(s)

Council Tax/NDR account reference

Property address

Postcode

Please provide full details of the change(s) including the effective date

Contact details

Your Surname Telephone number

Your First name Mobile number

Title

Email address

If there is any further information you wish to tell us please use the extra page on page 3.

If you have evidence to verify the information you have provided please scan and attach it to this form. Alternatively, you can post or deliver it in person, to this office (see page 1).

Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

Please check this box to confirm you have read and agree to the above declaration ☐ DD/MM/YYYY

Your name Date

Form to report a change in one/many circumstances to the Council which may affect your Rates Bills.

This form is comprised of sections on:

- Liable Council Tax Payer
- Council Tax Reference Number
- Property Address
- Details and date of change
- Declaration
- Extra Information Page

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form:

Scarborough, St Albans

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: 4 Pages

Type of Declaration: Checkbox

Page 2

**** Your Council Name ****

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

Surname Address Claim Refers to:

Other names

Title

Address Postcode

Postcode Account Number

Email address

SECTION A

1. Full name of claiming organisation

2. Registered number of charity (if applicable)

Is the organisation registered as a Community Amateur sports Club? No ☐ Yes ☐ Please state Registration Number.

3. Is the organisation established or conducted for profit. No ☐ Yes ☐

4. What are the main objects of the organisation? (eg. Charitable, religious, educational, recreational)

5. Is the property occupied? No ☐ Yes ☐

6. For what purpose is the property used, or will be used when next occupied? (Define clearly the purpose for which it is used mainly or exclusively.)

To what extent does the organisation provide services for the benefit of vulnerable groups?

**Victoria
Forms**

Small Business Bonus Mandatory & Discretionary Rate Relief

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.

Page 2 - Small Business Bonus Application

Section 1 - Your Details

Full name of ratepayer/applicant

Position held within the business / organisation

Telephone Number

Email Address

Section 2 - Account Details

Account Number
This can be found on your bill. If you have not been issued a bill yet, please leave blank.

Account / Business Name

Account / Contact Address

Postcode

Section 3 - Property Details

Please provide details of any other property / land for which you have a non-domestic rates liability anywhere in Scotland, continuing on the Extra Page (Page 3) if necessary.

How many properties/land do you have non-domestic rates liability for anywhere in Scotland?

Section 4 - Declaration

Applicants should note that the small business bonus scheme for which they are applying is being granted as de minimis aid for state aid purposes. There is a ceiling of 200,000 euros of de minimis aid that can be granted over a three year period. If you consider that you have already received in excess of, or close to, this sum over the past three years, please provide details below.

If there is any more information you would like to give us please use the extra space on page 3

I declare that to the best of my knowledge the information given in this application is true and complete. I understand that the Council may undertake such enquiries it considers appropriate to verify this claim. I undertake to advise the Council of any change in circumstances including the occupation/vacation of any other property in Scotland which may affect liability for non domestic rate relief.

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

This form is comprised of sections on:

- Applicant Details
- Account Details
- Property Details
- Declaration
- Extra Information Page

Length: 2 Pages

Type of Declaration: Checkbox

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

Page 3

Business Rates Mandatory & Discretionary Relief Application

Section 1 - Applicant Details

Last Name

Other Names

Contact / Correspondence Address

Postcode

Telephone Number

Email Address

Company / Organisation Name

Position within Organisation

Type of Organisation

☐ Charity

☐ Voluntary

☐ Company Ltd by Guarantee

☐ Community Group

☐ Sports / Leisure Club

Section 2 - Property Details

Property Address

Postcode

Property Reference

This can be found on your bill. If you have not been issued a bill yet, please leave blank.

Non Domestic Rate Account Reference

This can be found on your bill. If you have not been issued a bill yet, please leave blank.

Use of Property

Please state what purpose the property is used for e.g. charity shop, office, community hall, sports facility etc.

Does your organisation have any other non domestic property in Scotland?

☐ No

☐ Yes

Property Address

Postcode

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

**Victoria
Forms**

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

Page 2

Rural Relief

Relief from Non Domestic Rates for General Stores Etc, in Rural Settlements. Local Governments and Rating Act 1997. The above act provides mandatory and discretionary relief from Non Domestic Rates for certain types of businesses within a rural area. Qualifying Property RV Threshold Sole general store or post office £8,500 Sole petrol station, hotel or public house £12,750 Cap for Discretionary Relief £17,000.

Section 1 - Your Details

First Name

Other Names

Company / Organisation Name

Contact / Correspondence Address

Postcode

Telephone Number

Email Address

Section 2 - Property Details

Property Address

Postcode

Property Reference
This can be found on your bill. If you have not been issued with a bill yet please leave blank.

Account Number
This can be found on your bill. If you have not been issued with a bill yet please leave blank.

Section 3 - Business Details

Is the property a General Store? ☐ Yes
☐ No

Is the property a Post Office? ☐ Yes
☐ No

Is this the only business or trade of this nature in the area? ☐ Yes
☐ No

Special Rebate (Disabled Persons)

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

Page 2

Special Rebate (Disabled Persons)

To qualify for Disablement Rebate in terms of the Rating (Disabled Persons) Act 1978 the premises on which rebate is claimed must be used wholly for one or more of the purposes outlined or partly for one or more of these purposes and partly for purposes ancillary to the specified purposes.
Ancillary purposes could include for example, administrative office space or laundry or canteen whose major purpose is to provide a service premises on which rebate is claimed.

Section 1 - Your Details

Name of organisation claiming rebate

Last name of applicant

Other names of applicant

Contact / Correspondence Address

Postcode

Telephone Number

Email Address

Section 2 - Property Details

Property Address

Postcode

Property Reference
This can be found on your bill. If you have not been issued a bill yet, please leave blank.

Section 3 - Purposes for which the premises are used

Please indicate the purposes the premises are used for.

The provision of residential accommodation for the care of persons suffering from illness? ☐

The provision of residential accommodation for the after-care of persons who have been suffering from illness? ☐

The provision of residential accommodation for the care of disabled persons? ☐

The provision of residential accommodation for the after-care of disabled persons? ☐

The provision of facilities for training or keeping suitably occupied, persons suffering from illness or persons who have been suffering illness? ☐

The provision of Welfare Services for disabled persons? ☐

The provision of the facilities for training or keeping suitably occupied disabled persons? ☐

The provision for disabled persons of facilities for employment or work on their own account in terms of Section 15 of the Disabled Persons (Employment) Act 1944. ☐

The provision of sheltered employment (being a workshop or other facilities) by a Local Authority in terms of Section 3(1) of the Disabled Persons (Employment) Act 1958 ☐

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

**Victoria
Forms**

Statutory Rating Relief

Application for statutory rating relief.

Page 2

Statutory Rating Relief

Application for Statutory Rating Relief (for the purpose of Statutory Exemption from Rates in terms of Section 22 of the Valuation and Rating (Scotland) Act 1956, as amended by Section 21 of the Local Government (Scotland) Act 1966)

Section 1 - Your Details

Last Name

Other Names

Name of organisation claiming relief

Contact / Correspondence Address

Postcode

Telephone Number

Email Address

Section 2 - Property Details

Property Address

Postcode

Property Reference
This can be found on your bill. If you have not yet been issued a bill yet, please leave blank.

Section 3 - Declaration

Please use the extra page on Page 3 to tell us 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 religion 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

This form is comprised of sections on:

- The Applicant
- The Property
- Declaration
- Extra Information Page

Length: 2 Pages

Declaration: Checkbox

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.

Page 2

Notes for Guidance

The qualifying conditions for the purposes of the scheme is defined as a business owning leasing or otherwise entitled to occupy one or more business properties in Scotland with a total combined rateable value or £4m or less, solely concerned with the generation of heat or power (or both) from the following sources;

- a. Biomass;
- b. Biofuels;
- c. Fuel Cells;
- d. Photovoltaics;
- e. Water (including waves and tides, but excluding production from the pumped storage or water);
- f. Wind;
- g. Solar Power;
- h. 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

Page 3

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.

Section 1 - Your Details

Last Name

Other Names

Position Held

Company / Organisation Name

Contact / Correspondence Address

Postcode

Were they a ☐ Proprietor
☐ Tenant
☐ Occupier / Sub tenant

Telephone Number

Email Address

Section 2 - Property Details

Property Address

Postcode

Property Reference
This can be found on your bill. If you have not been issued a bill yet, please leave blank.

Rateable Value (£)

Type and Capacity of Generator

Please provide details of any State Aid you have already received

Are you liable for rates on any other property in Scotland? ☐ Yes
☐ No

**Victoria
Forms**

Empty Period Rates Relief

Application for rates relief for typically the first three months where a property is empty.

Page 3

Section 4 - Exemptions

In certain circumstances exemption to the 90% charge may be applicable. Please indicate below any that may apply to this property.

Is the rateable value below £1,700? ☐ Yes
☐ No

Is the property a Listed building or Ancient monument (as included in the Schedule of Monuments)? ☐ Yes
☐ No

Is the person entitled to possession of the property: ☐ A trustee under a trust deed or an award of sequestration
☐ An executor of the estate of a deceased person
☐ A court appointed liquidator, or subject to a voluntary winding up order

Is occupation of the property prohibited by law or any local or public authority? ☐ Yes
☐ No

Please provide details, you may be required to provide additional documentary evidence.

Was the property constructed or adapted for use in the course of a trade or business, and used for one or more of the following purposes: ☐ The generation of electricity
☐ The working or processing of minerals
☐ Storage
☐ The manufacture, repair or adaptation of goods or materials or the subjection of goods or materials to any process

Please provide details of the activities carried out in the property

Is any part of the property used for retail purposes? ☐ Yes
☐ No

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

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

Page 2

Fresh Start Relief

In accordance with the Non-Domestic Rating (Unoccupied Property)(Scotland) Amendment Regulations 2014, rates relief of 50%, for a period of 12 months, may be applied if all of the following circumstances are met for the property:-

- The property has previously been in receipt of empty property relief for a continuous period of at least 12 months
- The property has a rateable value of under £65,000
- When last occupied, the property was used as a shop, office, hotel, public house or restaurant OR the property is intended for such uses

Please be aware that for the period Fresh Start Relief is awarded, no other relief can apply.

Section 1 - Your Details

Last Name

Other Names

Name of organisation claiming relief

Contact / Correspondence Address

Postcode

Telephone Number

Email Address

Section 2 - Property Details

Property Address

Postcode

Property Reference
This can be found on your bill. If you have not yet been issued a bill yet, please leave blank.

Account Number
This can be found on your bill. If you have not yet been issued a bill yet, please leave blank.

Section 3 - Declaration

Applicants should note that the Fresh Start relief for which they are applying is granted as de minimis aid for State aid purposes. There is currently a ceiling of 200,000 Euros of de minimis aid that can be granted over a three year period.

Have you already received in excess of, or close to, this sum? ☐ Yes
☐ No

Please give details

Change of Tenancy

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

Page 2

Change of Tenancy

Use this form to notify us of changes in the tenancy occupation of your property in order that an accurate Non-Domestic Rates assessment may be issued.

Section 1 - Your Details

Last Name

Other Names

Company / Organisation Name

Contact / Correspondence Address

Postcode

Telephone Number

Email Address

Section 2 - Property Details

Property Address

Postcode

Property Reference
This can be found on your bill. If you have not been issued a bill yet, please leave blank.

Section 3 - Outgoing Tenant / Sub Tenant

Name

Company / Organisation Name

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

Page 3

Section 4 - Incoming Tenant / Occupier (Sub Tenant)

Name

Company / Organisation Name

Alternative Contact Address

Postcode

Were they a ☐ Tenant ☐ Sub Tenant

When did tenancy commence?

Section 5 - Declaration

If there is a gap in tenancy would you wish to be considered for 'empty Period Rates Relief?' ☐ Yes ☐ No

If you have anything else you need to tell us please use the extra page on page 4.

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

Page 2

Change of Ownership

Use this form to notify us of a change in ownership of Non-Domestic Rates Properties.

Section 1 - Your Details

Last name of ratepayer / applicant

Other names of ratepayer / applicant

Company / Organisation Name

Contact / Correspondence Address

Postcode

Telephone Number

Email Address

Are you acting as an agent? ☐ Yes ☐ No

Are you acting on behalf of ☐ Seller ☐ Buyer

Section 2 - Property Details

Property Address

Postcode

Property Reference

When was the property sold?

Section 3 - Seller Details

Name

Company / Organisation Name

Forwarding Address

Postcode

**Victoria
Forms**

E

Council Tax Other Forms

Council Tax - **Change of Address**

Council Tax - **Change of Circumstances**

Council Tax - **Additional Instalments**

Council Tax - **Arrangement Form**

Council Tax - **Budget Form**

Council Tax - **Direct Debit Mandate**

Council Tax - **Direct Debit Instruction**

Council Tax - **Enquiry Form**

Council Tax - **Exceptional Hardship
Application**

Council Tax - **Long Term Empty Property
Review**

Council Tax - **Refund Application**

Council Tax - **Statement Form**

Council Tax - **Sole and Main Residence**

Council Tax - **Personal Information**

Council Tax - **Owner / Landlord Change
of Tenant Notification Form**

Council Tax - **Occupation Form**

Council Tax - **Vacation Form**

Council Tax - **Combined Vacation and
Occupation**

Council Tax – **Combined Vacation and
Occupation (and refund)**

**Victoria
Forms**

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 Address Form

Council Tax Change of Address

About you

Surname or family name

Other names

Any other names you have used

Title

Home / Mobile number

Email Address

Change of Address Information

Are you currently living within the district? No ☐ Yes ☐

If so, please state your account reference number:

What is the address you are moving from?

Postcode

What date are you moving out of this property?

Does anybody else remain in the property? No ☐ Yes ☐ If yes, please list names of any occupiers:

Title	Forename/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Did you own / rent or lodge at the property:

If owned, what was the completion date?

Do you still own this property? No ☐ Yes ☐ If yes, is the property furnished or unfurnished?

If sold, who are the new owners?

If the new owners are not known, who were the solicitors?

Who were the estate agents dealing with the sale?

What is the telephone number for the Solicitors and/or Estate Agents?

Page 2 Council Tax Change of Circumstances

If you wish to report a change of circumstances in respect of your Council Tax please complete this form. However, if you are moving in, moving out or wish to claim a reduction please use the specific forms which are available.

Name of the liable persons - Name 1:

Name of the liable persons - Name 2:

Council Tax account reference

Property address

Postcode

Please provide full details of the change(s) including the effective date:

Please provide any evidence you have to support these details.

Your surname

Other names

Title

Telephone number

Mobile number

Email address

If there is any more information you would like to give us please use the Extra Page on page 3.

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

**Victoria
Forms**

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.

I propose to pay my Council Tax liability at a rate of £	<input type="text"/>
per	<input type="text"/>
Date first payment to be received	<input type="text"/>
How will you be paying	<input type="text"/>

This form is comprised of sections on:

- Liable Council Tax Payer
- Council Tax Payment Proposal
- Employment Details (applicant and partner)
- Declaration

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

About your household outgoings			
Name 1			
	Amount £	Frequency	Free
Mortgage	<input type="text"/>	every	<input type="text"/>
Rent	<input type="text"/>	every	<input type="text"/>
2nd mortgage	<input type="text"/>	every	<input type="text"/>
Secure loan	<input type="text"/>	every	<input type="text"/>
Ground rent	<input type="text"/>	every	<input type="text"/>
Service Charges	<input type="text"/>	every	<input type="text"/>
Home insurance	<input type="text"/>	every	<input type="text"/>
Life insurance	<input type="text"/>	every	<input type="text"/>
Council Tax	<input type="text"/>	every	<input type="text"/>
Gas	<input type="text"/>	every	<input type="text"/>
Electricity	<input type="text"/>	every	<input type="text"/>
Water	<input type="text"/>		<input type="text"/>
Food / Housekeeping	<input type="text"/>		<input type="text"/>

**Victoria
Forms**

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

Direct Debit Instruction

Medway Council
Business Support Department,
Medway Council, Gun Wharf,
Chatham, Kent ME4 4TR

Instruction to your Bank or Building Society to pay by Direct Debit

Service User Number **9 8 3 3 5 0**

Your Account Details
Name(s) of Account Holder(s) _____
Note: Your account must allow Direct Debit payments
Branch Sort Code _____ Account number _____

Finding your account details in your cheque book

1. Sort code - 6 digits long
2. Account Number - 7 to 10 digits long

Name and full postal address of your Bank / Building Society Branch
To: The Manager _____ Bank / Building Society
Branch address _____
Postcode _____

Council Tax Account Reference Number
Enter your Reference Number as it is shown on your bill _____

Personal Details
Surname _____
Other names _____
Date _____

Address
Address _____
Postcode _____

Please select your preferred date for payment of Council Tax from the list below -

☐ **1st** i.e. 1st May* to 1st February
☐ **15th** i.e. 15th April* to 15th January
☐ **28th** i.e. 28th April* to 28th January
* or next available month (after allowing 10 days notice)

Length: 2 Pages

Type of Declaration: NO DECLARATION

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

Page 2

Council Name _____

Your Details
Surname _____
Other names _____
Title _____
Address _____
Postcode _____

Your Account Details
Name(s) of Account Holder(s) _____
Bank or Building Society account number _____
Branch Sort Code _____

Name and full postal address of your Bank / Building Society Branch
To: The Manager _____ Bank / Building Society
Branch address _____
Postcode _____

Council Tax Account Reference Number
Please enter your Council Tax Account Reference Number as it is shown on your bill _____

Service User Number **8 5 2 6 8 7**

For council official use only
This is not part of the instruction to your Bank or Building Society.
Please tick your preferred date for payment of Council Tax / National Non-Domestic Rate.
7th ☐ 15th ☐ 21st ☐ 28th ☐

Instructions to your Bank or Building Society
Please pay:
from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with _____
Council Name
and, if so, details will be passed electronically to my Bank / Building Society.

Confirmation(s)
Account holder 1 ☐
Account holder 2 ☐
Date _____
Your Email Address _____

Banks and Building Societies may not accept Direct Debit Instructions for some types of account
We recommend that you print a copy of the form including the Direct Debit Guarantee to retain for future reference

Are you the bank account holder? No ☐ Yes ☐

Are you the only person required to authorise debits from the account? No ☐ Yes ☐

**Victoria
Forms**

Enquiry Form

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

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

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

**Victoria
Forms**

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

Page 2

** Your Council Name **

Council Tax Long Term Empty Property Review

If you have received a council tax long term empty property review form in the post you can use this form to reply on-line.

Enter your council tax account number from the review letter

Title Telephone number

Surname or family name Mobile number

Other names

Your current address: (Main Home)

Postcode

Email address

Which Council issues your Council Tax bill for this address

Address of Empty Property:

Postcode

Do you still own / rent the above property? Yes ☐ No ☐

Does anyone use this property as his or her main home? Yes ☐ No ☐ Date you sold the property or your tenancy ended: DDMMYYYY

If "Yes" please provide their name and date they moved in. Name Date DDMMYYYY

Name(s) of the new owner / landlord

Address of the new owner / landlord

Is the property still unfurnished? Yes ☐ No ☐

If "No", when did the property become furnished? DDMMYYYY

Please use the Extra Page on Page 3 to tell us about anything else you think we should know.

Declaration

I declare that the information provided is true and accurate to the best of my knowledge, and authorise the council to make any enquiries necessary to verify it. I understand that I am obliged to inform the council of any change in circumstance.

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

Name:

Date: 23/09/2014

DATA PROTECTION STATEMENT

Refund Application

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

Page 2 Council Tax - Refund Application

You should complete this form if you have been notified that your Council Tax account is in credit.

To receive a refund, please complete all sections of this form before completing the declaration and submitting the form to us.

Please note by providing your bank account details we are able to credit your bank account directly. This is the quickest and safest way of receiving your refund.

Surname of primary liable Council Tax Payer

Other names of primary liable Council Tax Payer

Name(s) of all other liable Council Tax Payer(s)

Council Tax Account Reference

Address

Postcode

Refund amount claimed

If you have moved within the borough and would like your Credit transferred to your new address please provide your current Council Tax reference number and property address

Council Tax reference number

Address

Postcode

Name of person to whom refund should be made

Name and branch of UK Bank / Building Society

Sortcode

Account Number

NB: Some Building Society accounts do not accept BACS payments. In these cases a cheque will be sent instead.

If you have made your payments by debit / credit card please tick this box ☐

If you would like refund confirmation sent to a different address from the Council Tax property, please provide - Address

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

If you have moved within the borough and would like your Credit transferred to your new address please provide your current Council Tax reference number and property address

Council Tax reference number

Address

Length: 2 Pages

Type of Declaration: Checkbox

Some Local Authorities using this form: Ashford, Basildon

**Victoria
Forms**

Statement Form

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

Page 2 Statement Form

Surname

Other names

Title

Address

Postcode

Mobile number

Council Tax Account Reference

Telephone number

Email address

Statement / Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make and enquiries necessary to verify it. I understand that I am obliged to inform the Council of any change in circumstances.

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

Full name

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: 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.

This form is comprised of sections on:

- Liable Council Tax Payers Details
- Partners Details
- Brief Income Details
- Declaration

Length: 2 Pages

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

Which property do you consider your main residence?

A ☐

B ☐

Both ☐

Neither ☐

Which property do you own, if any?

A ☐

B ☐

Both ☐

Neither ☐

Please check the box of the property if it is solely owned by you. If not, leave blank.

A ☐

B ☐

If one (or both) of the properties is not solely owned by you, please provide the name and address of all joint owners.

Do you rent/lease either property?

A ☐

B ☐

Both ☐

Neither ☐

Is the tenancy for six months or longer?

**Victoria
Forms**

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: 2 Pages

Type of Declaration: Checkbox

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

- Address to transfer Council Tax balance to
- Declaration
- Extra Information Space

Length: 3 Pages

Type of Declaration: Checkbox

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

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

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: 3 Pages

Type of Declaration: Checkbox

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

**Victoria
Forms**

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

Questions then appear according to each selection

- 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

Page 4 Council Tax - Change of Address

Is the whole household moving out of the property?

No ☐

Yes ☐

If you are moving within the area and pay by direct debit your instruction can be transferred to your account at the new property, if appropriate. Would you like this to happen?

No ☐

Yes ☐

If you are moving out of the Winchester City Council area please provide a forwarding address so that a closing bill can be sent to you

Address

Postcode

If you have any more information you would like to tell us please use Page 6 to do so.

DECLARATION - I declare that the information provided is true and accurate to the best of my knowledge, and authorise the council to make any enquiries necessary to verify it. I understand that I am obliged to inform the council of any change in circumstance.

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

Data Protection - any information you give us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential, and safeguard them. We will not disclose them to anyone unconnected with the council unless you have consented to their release, or in certain circumstances where we are legally obliged to do so; disclosure is necessary for the proper discharge of our statutory functions; disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry; we are under a duty to protect public funds.

We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

Length: 5 Pages

Type of Declaration: Checkbox

Some Local Authorities using these forms: ARP, Basildon, Harrogate, SRP, St Albans, Wycombe

Page 2 Council Tax - Change of Address

Title

Surname

First name/s

Telephone number

Email address

(and refund)

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

- Account Details

Page 7

If a refund is applicable on closure of your Council Tax account and you do not currently pay by Direct Debit, please select the box to fill in your bank or building society details if you wish to avoid any delays in your refund. ☐

What type of account would you like the refund to be paid into?

Bank Account

Name of person to whom refund should be made:

Name and branch of UK Bank

Sort code:

Account Number:

Building Society Account

Name of person to whom refund should be made:

Name and branch of UK Building Society:

Sort code:

Account Number:

Roll Number:

NB: Some Building Society accounts do not accept BACS payments.

A refund for a credit where there are joint names on the Council Tax/Business Rates account requires confirmation from all of the liable parties/payers. In checking the below declaration box and submitting this form, you confirm that you have consulted and agreed on details of this refund with all other liable parties/payers of property.

I/We claim a refund of over paid Council Tax / Business Rates payers(s) named above, or the authorised agent, and I/We are entitled to the refund.

Confirmation: ☐

Date: Full Name:

Telephone: Email Address:

Length: 7 Pages

Type of Declaration: Checkbox

**Victoria
Forms**

Victoria Forms

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

