

**Council Tax
Reference:**

Unoccupied and substantially unfurnished
properties

WARRINGTON
Borough Council 

1. Liable person

Surname:

Title:

Forenames: (In full)

Contact address:

Post code:

Telephone number:

2. Address of unoccupied property

Address:

Post Code:

3. Date the property became unoccupied.

__/__/____

Does the property contain furniture?

Yes

No

If no please confirm the date the furniture was removed.

__/__/____

If the property was previously occupied, details must be supplied below of the date when the property was last occupied and by whom:

Last occupier:

Date moved out:

4. YOUR SIGNATURE

I declare that the information stated in this application is true and accurate to the best of my belief. I am aware of the criteria that must be met in order for the discount to apply.

Name:

Signed:

Date:

REVENUES & BENEFITS TELEPHONE NUMBER: 01925 443210

**RETURN FORM TO : Benefits & Exchequer Services, PO Box 5, New Town House,
Buttermarket Street, Warrington WA1 2NH.**

Unoccupied and substantially unfurnished properties

You may be entitled to a discount or exemption on council tax for a property which is nobody's main home, and which is unfurnished:

- A 100% discount will be given for a maximum of 1 month (the discount will start from the date the property becomes unoccupied and unfurnished).
- No discount will be given if the property remains empty and unfurnished after 1 month

Please note: If you buy or rent a property that is already empty and unfurnished, then the previous owner or landlord will already have been granted a discount so you may be liable to pay 100% of the council tax.

There is no general council tax discount available for a property which is unoccupied, but is furnished. However, there are some circumstances where a discount or exemption can be given, for example if a person has died. More information about individual circumstances is available at www.warrington.gov.uk

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If you have any difficulties in completing this form, or require any additional information:

Please contact this office on 01925 443210 where an advisor will be pleased to help.

Our phone lines are open Monday to Friday 8am-6pm .