



## **Guidelines for granting a Council Tax empty and unfurnished exemption**

- All portable items of furniture should be removed from the property, i.e. sofas, beds, bedding and electrical appliances. Any items remaining should be declared on this form.
- Confirmation in writing of the actual date the electricity and water supply was disconnected (if applicable).
- Access to the property will normally be required in order that an inspection can be carried out on the property. (A minimum of two inspections during the void period will be made plus at least one additional inspection if exemption claimed each financial year).
- Notification of intended re-occupation should be made in writing, including dates at least fourteen days before furniture etc are replaced in the property.

**Please note: Should the empty period extend beyond six months a full Council Tax charge will apply (no Council Tax discount are currently available in the West Somerset area for long term empty properties).**

**If you have any further queries or need help completing this form, please do not hesitate to contact the Council.**

**This document can be made available in large print, Braille, tape format or in other languages upon request**