



Deputy Chief Executive's Department, Council Offices, Foster Avenue, Beeston,
Nottingham, NG9 1AB

Telephone: 0115 9177777 Fax: 0115 9173683

E-Mail: billing@broxtowe.gov.uk Website: www.broxtowe.gov.uk

COUNCIL TAX EXCEPTION APPLICATION FORM

Certain properties are excepted from the premium levy charges on properties that have been empty for more than one year, a full list of excepted properties can be found below.

In order that we can determine whether your property should be excepted from the levy please complete the below form and return to Deputy Chief Executive's Department, Council Offices, Foster Avenue, Beeston, Nottingham, NG9 1AB or email to billing@broxtowe.gov.uk

Applicant's Name:	
Address of empty property:	
Your current address for correspondence:	
Date property became empty:	
Contact information – phone number/email:	

Exception type	Applicable (Yes/No)	Evidence and information required – please provide with application form
Class G – Actively marketed for sale (12 month exception from levy)		<ul style="list-style-type: none"> - Link to online marketing of property. - Copy of Energy Performance certificate - Date property put up for sale - Name of Estate Agents
Class H – Actively marketed for let (12 month exception from levy)		<ul style="list-style-type: none"> - Link to online marketing of property. - Copy of Energy Performance certificate - Date property put up for let - Name of Estate Agents
Class M - Requiring or undergoing major repairs or structural alterations (12 month exception from levy)		<ul style="list-style-type: none"> - Room by room account of work, noting any major/structural repair or alterations - Date stamped photos of the work

Signature:

Date:

Privacy Notice

For information on how we process and store your personal data, please view the Council's Privacy notice statement for further information:

<https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>

Council tax empty property exemption	Long term empty and/or second home premium exemption	Definition
Class E	Long term empty and second homes	Dwelling which is or would be someone's sole or main residence if they were not residing in job-related armed forces accommodation
Class F	Long term empty and second homes	Annexes forming part of, or being treated as part of, the main dwelling
Class G	Long term empty and second homes	Dwellings being actively marketed for sale (12 months limit)
Class H	Long term empty and second homes	Dwellings being actively marketed for let (12 months limit)
Class I	Long term empty and second home premium exemption	Unoccupied dwellings which fell within exempt Class F and where probate has recently been granted (12 months from grant of probate/letters of administration)
Class J	Second homes only	Job-related dwellings
Class K	Second homes only	Occupied caravan pitches and boat moorings.
Class L	Second homes only	Seasonal homes where year-round, permanent occupation is prohibited, specified for use as holiday accommodation or planning condition preventing occupancy for more than 28 days continuously
Class M	Long term empty homes only	Empty dwellings requiring or undergoing major repairs or structural alterations (12 months limit)