



Revenue Services,
Holt Road, Cromer, Norfolk, NR27 9EN

Tel: 01263 516071
Email: ctax@north-norfolk.gov.uk



For help with understanding this document, or to receive it in a different Format or language, please phone 01263 516071 or email the address above.

**Application for Exemption F
PREMISES LEFT EMPTY FOLLOWING THE
DEATH OF THE COUNCIL TAX PAYER**

Qualifying Criteria

Any premises which:

- Are unoccupied and
- At the date of death the deceased had a Freehold or Leasehold interest in the premises (greater than 6 months) or

At the date of death the deceased had a tenancy of the premises (greater than 6 months) and the estate or executor is liable to pay rent.

The exemption does not apply where the premises are jointly owned by persons other than the deceased.

The exemption starts from the day the premises becomes unoccupied and will last for as long as the conditions are met **but only for a maximum of six months** after the grant of probate or letters of administration have been made.

Council Tax Reference No

Name and Address of Liable Person

1. Has probate/letter of administration been granted? YES / NO
2. If yes, date granted:
3. When do you expect to receive probate/letters of administration?
.....
4. Name and address of the executors:
.....
.....
.....

**PREMISES LEFT EMPTY FOLLOWING THE
DEATH OF THE COUNCIL TAX PAYER**

Council Tax Reference No

5. Is the property furnished? YES / NO
6. If unfurnished, please state the date furniture was removed:
7. Does anyone live in the property? YES / NO
8. If yes, please advise the name(s) of the occupant(s)
.....
Date moved in:
9. Was the deceased the sole owner of the property? YES / NO
10. If no, please advise the name and address of the owner:
.....
.....
11. If the property is rented, please advise the date the tenancy ceased:
12. The name and address of the landlord:
-
13. If the property is under new ownership, please advise the name and address of the new owner:
.....
.....
14. Date of assent/completion:
- Signature: Date:

North Norfolk District Council (The Council) has a responsibility to manage and store your personal data safely, securely and in compliance with Data Protection Legislation. If you wish to know more about how the Council processes and stores your data, as well as your rights under Data Protection Legislation, please visit our website at the following address:

www.north-norfolk.gov.uk/info/website/privacy-notice/

To read the Council's Data Protection Policy please visit the following address:

<https://www.north-norfolk.gov.uk/tasks/transparency-data/view-data-protection-policy/>

If you are unhappy about how or why the Council holds or is using your personal data, you should contact us in the first instance. Details of how to contact us, as well as the details of the Information Commissioner, can be found at the end of our Data Protection Policy.