

# South Cambridgeshire District Council

## Council Tax Certificate of Eligibility

Application for an exemption for an unoccupied property owned and used by a charitable body

This form is to be used to provide supporting evidence for your online application.

1. Save this document to your computer.
2. Complete all questions below and save the changes.
3. Now make an online application and upload this saved document when requested.

Please only submit an application if the property in question meets the below four criteria:

1. The dwelling must be owned by the body in question, and
2. The body must be established for charitable purposes only, and
3. The dwelling must have been unoccupied for a period of less than six months, and
4. The last occupation must have been in furtherance of the objects of the charity

Charitable registration number (if appropriate): .....

The address of the property that this application relates to:

.....

The date the property became unoccupied: .....

The date it will become occupied (if known): .....

I declare that based on material held by

[Name and address of organisation] .....,

each of the four requirements is met in respect of this property and these dates. This statement is true to the best of my belief, and I understand that making a false statement could be an offence under the Fraud Act 2006.

[Name in block capitals] .....

[Position in organisation] .....

[Contact telephone number] .....

[Email address] .....

[Signature] .....

[Date] .....

Now please **save** this document and be ready to upload it when making your online application.