

COUNCIL TAX

Agricultural Exemption Claim Form

Data Protection - We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use this information to help us determine your liability for and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administering public funds. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

**Please read the notes on Page Three of this form
and then complete each section in BLOCK CAPITALS**

Details of the person making the claim

- Title _____ Name _____
- Current Address _____
_____ Postcode _____

We may have to contact you again to obtain evidence in support of your claim or with a view to arranging a visit to your property. Please provide contact details below:

- Daytime Telephone Number _____
- E-mail Address _____

Details about the property you are claiming for

- Full address of the property you wish to claim exemption for _____
_____ Postcode _____
- Council Tax Reference Number _____
- Date you want the exemption to start from _____
- Date property last occupied _____ Date property last furnished _____
 - Is the property situated on lands and heritages used for agricultural or pastoral purposes only, or as woodlands, market gardens, orchards, allotments or allotment gardens, fish farms or forestry, or, on lands exceeding one tenth of an hectre used for the purpose of poultry farming? (please tick Yes or No)
 Yes No
 - When last occupied and used, was the property occupied together with and used in connection with the lands and heritages on which the dwelling is situated? Yes No
 - Has the property been decrofted? Yes No
If yes, give date _____

Details about the person(s) who has recently left the property

- Name of Person(s) who has left _____
- Their occupation while they lived in the property _____
- Forwarding Address _____
_____ Postcode _____
- Exact date they left the property _____

DECLARATION - ALL APPLICANTS MUST COMPLETE THIS SECTION

Please read this declaration carefully before you sign and date it

SECTION ONE

Warning: It is an offence to give false information.

If someone has completed this form on your behalf, you must make sure that it has been read back to you in full and you understand everything before you sign the declaration.

- This is my claim for Agricultural Exemption;
- I declare that the information I have given on this form is correct and complete;
- I authorise the Highland Council to check the information I have given and make any necessary enquiries to verify the information on this form;
- I understand that if I give information that is wrong or not complete or fail to report a change which may affect my exemption, I may have to pay a fine of up to £200. I have no objection to the Council inspecting my property.

All persons named on the Council Tax bill/responsible for payment of the Council Tax must sign below

- Claimant's signature _____ Date _____
- Signature _____ Date _____
- Signature _____ Date _____
- Signature _____ Date _____

SECTION TWO

This section must be completed if the claim form has been filled in by someone else on your behalf. This includes voluntary organisations, an appointee, relative or representative of the Council.

- Please PRINT the name of the person who completed this form _____

- Their address _____

- Their telephone number _____
- Relationship to any of the persons who have signed the declaration in Section One of this form _____

- Please give the reason why the claimant was unable to complete the form _____

- **I declare that I have filled in this form for the person(s) named above in accordance with their instructions and have read this back to them in full before they signed the declaration.**

Signature of person completing form _____ Date _____

- **I declare that the person named in Section Two has completed this claim form on my behalf and has read it back to me in full. I confirm that I understand the nature of this claim and the details provided in this form.**

Signature of Claimant _____ Date _____

**NOTES for the completion of the
Agricultural Exemption Claim Form**

You may claim this exemption if the property is unoccupied and unfurnished and is situated on lands and heritages used for agricultural or pastoral purposes only, or as woodlands, market gardens, orchards, allotments or allotment gardens, fish farms or forestry, or, on lands exceeding one tenth of an hectare used for the purpose of poultry farming;

AND

When last occupied and used, was occupied together with and used in connection with the lands and heritages on which the dwelling is situated.

If you need help and advice to complete this form please telephone **0800 393811** or visit one of our Service Points or e-mail us at: operations.team@highland.gov.uk

Completed claim forms should be returned to: Operations Team, The Highland Council, PO Box 5650, Inverness, IV3 5YX.

Until your claim has been dealt with, you must continue to make payment as requested in the last bill we sent to you. If we award you exemption we will send you a revised bill which will include all of the payments you have made. If you have overpaid we will send you a cheque for the overpayment.

Please do NOT send personal data to the above email address.