

Agricultural Exemption Claim Form

Council Tax

Data Protection

We are collecting this information under the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use it to assess your Council Tax liability and to collect Council Tax.

Information provided may be stored electronically and shared for Council Tax purposes. We may also share it with other Council services, local authorities, government departments, and organisations responsible for auditing or administering public funds.

We will not share your information with anyone else or use it for other purposes unless the law allows us to.

Please complete each section using BLOCK CAPITALS.

Section 1: Your Details

Person making the claim

Title: _____

Name: _____

Current address: _____

Postcode: _____

Daytime telephone number: _____

Email address: _____

Section 2: Property Details

Property you are claiming exemption for

Full address: _____

Postcode: _____

Council Tax reference number: _____

Date you want the exemption to start: _____

Date property was last occupied: _____

Date property was last furnished: _____

Is the property on land used only for agricultural or pastoral purposes, woodlands, market gardens, orchards, allotments, fish farms, or forestry?

Is the land over one tenth of a hectare and used for poultry farming?

When last occupied, was the property used in connection with the land it is situated on?

Has the property been decrofted?

If yes, provide date: _____

Please tick the appropriate boxes:

Yes No

Yes No

Yes No

Section 3: Details of Person(s) Who Recently Left the Property

Name: _____

Occupation while living at the property: _____

Forwarding address: _____

Postcode: _____

Date they left the property: _____

Section 4: Declaration

All applicants must complete this section

Please read carefully before signing:

This is my claim for Agricultural Exemption.

I declare the information provided is correct and complete.

I authorise The Highland Council to verify the information.

I understand that giving false or incomplete information, or failing to report changes, may result in a fine of up to £200.

I agree to allow the Council to inspect my property.

All people named on the Council Tax bill must sign below:

Claimant's signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Section 5: If Someone Else Completed This Form

This includes voluntary organisations, appointees, relatives, or Council representatives.

Name of person completing the form (PRINT): _____

Address: _____

Telephone number: _____

Relationship to the person(s) who signed Section 4: _____

Reason the claimant could not complete the form: _____

Declaration by person completing the form

I declare that I completed this form in accordance with the claimant's instructions and read it back to them in full before they signed.

Signature: _____ Date: _____

Declaration by claimant

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

Signature: _____ Date: _____

Notes for Completing the Form

You may claim this exemption if:

- The property is unoccupied and unfurnished
- It is situated on land used only for agricultural or pastoral purposes, woodlands, market gardens, orchards, allotments, fish farms, or forestry
- Or, the land exceeds one tenth of a hectare and is used for poultry farming
- And, when last occupied, the property was used in connection with the land it is situated on

Need Help?

Call: 0800 393811

Visit a Service Point

Email: operations.team@highland.gov.uk

Do not send personal data to this email address

Return Completed Forms To:

Operations Team

The Highland Council

PO Box 5650

Inverness

IV3 5YX

Important:

Continue making payments as requested in your last bill until your claim is processed. If exemption is awarded, you will receive a revised bill. Any overpayments will be refunded by cheque.