



**Revenues**  
**White Cliffs Business Park**  
**Dover**  
**Kent CT16 3PF**

Telephone: **(01304) 821199**  
Fax: **(01304) 872104**  
DX: **6312**  
Minicom: **(01304)820115**  
Website: **www.dover.gov.uk**

Contact: Billing Section  
**Helpline: (01304) 872199**  
e-mail: **revenues@dover.gov.uk**

**LOCAL GOVERNMENT FINANCE ACT 1992**  
**Application for Exemption from Council Tax**  
**On grounds that the unoccupied property is owned by a charity**

Council Tax Reference Number .....

Applicant's Name .....  
(i.e. the name of the Council Tax payer)

Property Address .....  
.....  
.....

Applicant's Address .....  
.....  
.....

Charity Registration Number .....

Date on which the property  
ceased to be occupied .....

I confirm that the circumstances as shown overleaf apply and I therefore make application for exemption from Council Tax

Signed ..... Dated .....

Capacity in which signed .....

Please return this form as soon as possible to the Council Offices, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PF

***You have a legal obligation to notify Dover District Council within 21 days if you are no longer, or were never eligible for the exemption, once you have been notified of the assumption of entitlement. Failure to do so may result in a £50.00 penalty.***

A dwelling owned by a charity is exempt for up to six months from the date that it became unoccupied, provided that the property was being used for the purposes of the charity up to that date.

The exemption applies whether or not the property contains furniture.