



**Executive Director of Finance**  
Martin Booth  
BA CPFA MBA

**If Visiting:-**  
45 John Street  
Glasgow  
G1 1JE

**Postal Address:-**  
Financial Services  
PO Box 36  
Glasgow G1 1JE

**Office Opening Hours:-** Monday  
to Friday 9.00am - 5.00pm

## **Council Tax Exemption Application- All Occupiers Under 18 Years Of Age**

In terms of schedule 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1997 (as amended), a dwelling house may be exempt from Council Tax (including the water and sewerage charges) if it falls within the category shown below.

### **An Occupied house:**

**Which is the sole or main residence of one or more persons under the age of 18 and of no other person.**

Please complete the details on the attached form, sign the declaration and return to this office with supporting evidence.

Exemption will not be granted without supporting evidence. (See proof required)

### **Proof Required: -**

Verification of all occupiers ages by -

(1) Copy of Birth certificate.           (2) Copy of Passport.

#### Additional proof

- a. Copy of lease if property rented.
- b. If property is not rented provide me with the Name and current address of owner(s).
- c. If property is owned or leased by a member of your family - confirm your relationship to them, i.e. parent, uncle etc., as well as their name and current address (if different from (b) above).

**We aim to respond to enquiries within 20 days. Please allow us this time to update our records**

Visit our Council Tax website to make an online payment, manage your account or check your balance: [www.glasgow.gov.uk/ct](http://www.glasgow.gov.uk/ct)

**You must tell us of any changes that may affect your Council Tax bill. Help us keep your bill right by telling us straight away.**

Glasgow City Council will never telephone you asking for your bank details to refund your Council Tax

**Log on to [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) to find out how we will use your information**

Address Of Exempt Property-  
(Include Flat Position).

\_\_\_\_\_

Council Tax  
Reference Number.

\_\_\_\_\_

How Many People Reside In the house: \_\_\_\_\_

Detail All Occupiers Here:

Name	Date Of Birth	State Proof Provided

Additional proof required

- a. Copy of lease if property rented.
- b. If property is not rented provide me with the Name and current address of owner(s).

\_\_\_\_\_  
\_\_\_\_\_

- c. If property is owned or leased by a member of your family - confirm your relationship to them, i.e. parent, uncle etc., as well as their name and current address (if different from (b) above).

Relationship of owner / landlord to you \_\_\_\_\_

Owner/ landlord name & address \_\_\_\_\_

\_\_\_\_\_

Owner / landlords telephone no. \_\_\_\_\_

**DECLARATION**

**I confirm that the information on this form is correct and authorise Glasgow City Council to check the details. If the property no longer meets the exemption requirements, I will notify The Council within 21 days. I understand that failure to do so is an offence, which may make me liable for a fine of £50 and £200 for each subsequent offence.**

The council tax exemption should apply from \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Please print your name here \_\_\_\_\_

Please supply your daytime telephone number \_\_\_\_\_

**Please return your completed form to:** Glasgow  
City Council  
PO Box 36  
Glasgow G1 1JE