



**Director of Financial and
Business Services**
Morag Johnston

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

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 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