



Market Hall  
Market Place  
Whitehaven  
Cumbria CA28 7JG  
Telephone (01946) 598300  
cumberland.gov.uk

## Long-Term Empty Premium Exception application

Since 2013, Councils in England have been able to charge a premium for long-term empty properties. For the purpose of council tax, long-term empty homes are dwellings which have been unoccupied and substantially unfurnished for a period.

The Government recognises that there may be instances where it may be inappropriate for the council tax premium to apply. On 1<sup>st</sup> November 2024 the Government legislated exceptions to the long-term empty premium, commencing from 1<sup>st</sup> April 2025.

If you want to apply for one of the mandatory premium exception categories, please complete and return this form to the address above.

Council Tax Account number for the empty property

Address of the empty property

Post Code

Your full name

Email address

Phone Number

## Eligibility Criteria

Please confirm which of the following apply to your property \*  
Required fields are marked with an \* asterisk

- Class E** - A dwelling which is or would be someone's sole or main residence if they are not residing in job-related armed forces accommodation.

- Class F** - Annexes forming part of, or being treated as part of, the main dwelling.
- Class G** - Dwellings being actively marketed for sale (12 months maximum limit).
- Class H** - Dwellings being actively marketed for let (12 months maximum limit).
- Class I** - Probate cases for unoccupied dwellings which fell within Council Tax exempt Class F and where probate has recently been granted (12 months from the grant of probate/letters of administration).
- Class M** – Empty properties requiring or undergoing major repairs or structural alterations (12 months limit)

**For each criteria confirmed for your property, please provide the evidence requested and sign the declaration at the end of the form.**

- Class E** - A dwelling which is or would be someone's sole or main residence if they are not residing in job-related armed forces accommodation.

Please confirm which sector of the Armed Forces you are employed by\*

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Please provide evidence to support this, such as a signed letter from your employer confirming the above. This must confirm the address where you are currently residing \*

**Please note if the relevant evidence is not provided or is not sufficient enough to meet the above criteria, your application may be refused.**

- Class F** - Annexes forming part of, or being treated as part of, the main dwelling.

Please confirm the address of the main dwelling \*

Post Code

- Class G** - Dwellings being actively marketed for sale (12 months maximum limit).

Please confirm the date that the property went on the market for sale \*

Day	Month	Year
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Please confirm the name of the registered agent that the property is on the market with and provide a link to the property advert showing that the property is currently being marketed for sale \*

If you are not using an agent please state no agent and details what steps you are currently taking to market the property \* (continue on separate sheet if required)

Please confirm the current market value of the property \*

£
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Is the property furnished\* Yes / No (delete as appropriate)

Please provide evidence that the property is currently up for sale e.g., a letter from your estate agent, or an image clearly showing the property is currently marketed for sale

Please note if the relevant evidence is not provided or is not sufficient enough to meet the above criteria, your application may be refused.

**Class H** - Dwellings being actively marketed for let (12 months maximum limit).

Please confirm the date that the property went on the market for let \*

Day	Month	Year
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Please confirm the name of the registered letting agent \*

Please confirm the current market rent for the property \*

£
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Is the property currently furnished? Yes / No (delete as appropriate)

Please provide evidence that the property is currently up To Let e.g., a letter from your estate agent, or an image clearly showing the property is currently marketed for let \*

Please provide a link to the property advert showing that the property is currently being marketed To Let

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Please note if the relevant evidence is not provided or is not sufficient enough to meet the above criteria, your application may be refused.

**Class I** - Probate cases for unoccupied dwellings which fell within Council Tax exempt Class F and where probate has recently been granted (12 months from the grant of probate/letters of administration).

Please confirm the date that probate was granted \*

Day	Month	Year
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**Class M** - Empty properties requiring or undergoing major repairs or structural alterations (12 months limit).

Please provide relevant evidence to support your application, such as dated photographs of the property showing the ongoing work, written details of the required or ongoing work, structural surveys or building reports\*

Please note if the relevant evidence is not provided or is not sufficient enough to meet the above criteria, your application may be refused.

**Declaration \***

I declare that the information I have given on this application form is correct and complete to the best of my knowledge.

I understand that if I knowingly give information that is incorrect, incomplete or false, that I may be liable to prosecution.

I agree that you can use the information I have provided for assistance in processing this application, and that you may share this information with other council departments in order to check information, protect public funds and to identify any other help I (or the person I am completing it on behalf of) may be entitled to.

I agree that the information I have provided may be shared with other organisations that handle public funds and for cross system and cross authority comparison for the detection and prevention of crime, and I agree that you may check the information I have provided with other sources as allowed by law.

**Please sign below to declare you have read and understood the above declaration \***

Signed ..... Date .....

Print Name .....