
Empty and second home review form

Empty or second home property address:

Empty or second home account reference:

You need to tell the council tax section within 21 days if anything changes that could affect your council tax liability.

Please complete:

- **Part 1** with your details.
- **Part 2** if you have moved into your empty or second property.
- **Part 3** if your home is still an empty or second home, and you wish to apply for one or more exceptions to the council tax premium.
- The declaration in **Part 4** before returning this form.

Part 1 Your details

Your name

Your home address

Your email address

Your phone number

Part 2 Complete if you have moved into your empty or second home

Is the property furnished?

Yes

No

If yes, when did you put the furniture in the property?

Is the property your main home?

Yes

No

If yes, when did you move in and why is this your main home?

Do you own or rent the property? (freehold, leasehold, tenant, or licence to occupy)

Is the property registered as being the sole or main residence with a home insurance provider?

Yes

No

Do you have a spouse or partner?

Yes

No

If yes, what is their main address?

Are you, or your spouse or partner currently employed?

Yes

No

If yes, state the names and addresses of your employers.

Your employer

Your partner or spouse's employer

Are you, or your spouse or partner registered to vote?

Yes

No

If yes, what address are you registered at for voting purposes?

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Do you, or your spouse or partner have a UK driving licence?

Yes

No

If yes, what address have you declared to the DVLA as your home address?

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Do you have any children under the age of 18?

Yes

No

If yes, are they educated on the Isle of Wight?

Yes

No

Are you, or your family registered with a GP on the Isle of Wight?

Yes

No

Does anyone else aged 18 or over live at the property with you?

Yes

No

If yes, state their names, their previous address and the date they moved in

Name of occupant	Previous address	Date moved in

State the names of any occupants that own a freehold interest in the property.

State the names of any occupants that own a leasehold interest in the property.

State the names of any occupants that are a tenant of the property.

Do you own or rent any other properties?

Yes

No

If yes, what are the addresses of these properties? State whether you pay the council tax for each of these properties

Address	Council tax paid	Council tax not paid

Part 3 Exceptions to the premiums

This table lists the available exceptions and the information and evidence you need to give for your home to be considered for an exception from the council tax premium. Please tick if you are applying for one or more of the exceptions.

You must return this form with any required evidence. We will not allow exception from the premium where evidence is required and it is not supplied.

Type of exception	Evidence required	Tick if you are applying for this exception
The empty or second home would be the sole or main residence if you were not residing in armed forces accommodation.	<ul style="list-style-type: none">• The address of your armed forces accommodation.• Proof that you pay a contribution in lieu of council tax (CILOCT).	<input type="checkbox"/>
The second home would be the sole or main residence if you were not residing in a job-related home.	<ul style="list-style-type: none">• The address of your job-related home.• A copy of your job contract showing you must live in the job-related home.• Proof of your council tax for your job-related home.	<input type="checkbox"/>
The second home is an annexe being used as part of the main home.	<ul style="list-style-type: none">• The address of the main home.	<input type="checkbox"/>
The empty or second home is being actively marketed for sale.	<ul style="list-style-type: none">• Proof that your home is being marketed for sale or is under offer, e.g. evidence from your estate agent including the date your home was put up for sale. This can be a weblink.	<input type="checkbox"/>
The empty or second home is being actively marketed for let.	<ul style="list-style-type: none">• Proof that your home is being marketed for rent or is under offer, e.g. evidence from your letting agent including the date your home was put up for rent. This can be a weblink.	<input type="checkbox"/>
The empty or second home is part of an estate of a deceased person where probate has been granted.	<ul style="list-style-type: none">• The name of the deceased person and the date they died.• The date that probate was granted.	<input type="checkbox"/>
The empty or second home is a caravan or houseboat.	<ul style="list-style-type: none">• You do not need to supply any proof. We may visit the property to confirm that it is a caravan or houseboat.	<input type="checkbox"/>
The second home is a seasonal home where year-round permanent occupation is prohibited.	<ul style="list-style-type: none">• Proof that a planning condition either:<ul style="list-style-type: none">- specifies the home can only be used as holiday accommodation; or- prevents occupation for more than 28 continuous days.	<input type="checkbox"/>

Type of exception	Evidence required	Tick if you are applying for this exception
The empty home is undergoing or in need of major repairs or structural alteration.	<ul style="list-style-type: none"> • The date the property became in need of major repairs or structural alteration. • A list of the major repairs or structural alterations that have been completed. • A list of the major repairs or structural alterations yet to be completed. • The date that works are expected to finish. • Proof of the works, e.g. photographs, a qualified surveyor's report, builder's surveys, or invoices. 	<input type="checkbox"/>

Part 4 Declaration

I declare the information on this application is accurate and authorise Isle of Wight Council to make any necessary enquiries to verify the details. I agree to notify the council tax department of any changes in circumstance that may affect liability to pay council tax within 21 days of the change. I understand I may incur a penalty of £70 if I give incorrect information or withhold information.

We will process your personal information as per the general data protection regulation and the Data Protection Act 2018. Please see the privacy notice below for more information.

Name

Signature

Date

You can return this form by email to **council.tax@iow.gov.uk** quoting the council tax account number in the subject as follows <>, or by post to: **Revenue Services, PO BOX, 238, Newport, PO30 9FP**

For more information on empty property and second home premiums, please visit:
www.iow.gov.uk/premiums

Privacy notice

The Isle of Wight Council as the data controller, will process your personal information in accordance with the general data protection regulation (GDPR) and the Data Protection Act 2018. The council's data protection officer can be contacted by emailing dpo@iow.gov.uk or by writing to the Corporate Information Unit, County Hall, High Street, Newport, IW, PO30 1UD.

Personal information which you supply to the Isle of Wight Council is used to administer housing benefit, local council tax support, blue badge applications and to identify persons responsible for council tax, non domestic rates, business improvement district levy and any relevant and applicable reductions. Information may be shared with other departments within the council in order to carry out these services as part of our statutory duty. To read the full privacy notice and to find out whom we share information with, please visit **www.iow.gov.uk/ctprivacy**