Council Tax exemption – Unoccupied caravan pitch or boat mooring (Class R)

If you own a mooring for a boat or a pitch for a caravan and it is currently vacant then you may be entitled to a reduction in your Council Tax.

From the day the mooring or pitch becomes vacant, a full exemption can be granted. This reduction lasts until the mooring or pitch becomes occupied, after which the full charge will be due.

If you think you may be entitled to this exemption please complete the application form and return it to the Council Tax team.

You should continue paying your Council Tax as billed until a decision on your application has been made.

Please keep these notes for your information.

Application for Council Tax exemption – Unoccupied caravan pitch or boat mooring

<table>
<thead>
<tr>
<th>Name of liable person:</th>
<th>Council Tax reference:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Property Address:</th>
</tr>
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<table>
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<tr>
<th>Name and address of owner:</th>
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We may send an officer to check the pitch / mooring is unoccupied. We may need to make an appointment with you. We may not give you the reduction if we cannot confirm the pitch / mooring is unoccupied.

<table>
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<tr>
<th>Your telephone number:</th>
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Your Email address:

What date was the caravan or boat removed?

Where was it moved to? (Please give the full address of the new pitch or mooring)

Please give any further information that may help us to assess your entitlement to this reduction

Fair processing statement.
The Council has a duty to protect public funds, and may use the information you have provided on this form to collect money owed to the council and to prevent and detect fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Declaration:
- I agree that this information is correct
- I understand I may be fined if I give false information to the Council
- I will advise the Council Tax team of any change in circumstances within 21 days.

Signature:                      Date:

Please return your completed form to London Borough of Barking and Dagenham, Council Tax section, Roycraft House, 15 Linton Road, Barking, Essex, IG11 8HE