

Council Tax Deceased Exemption

Please read the notes overleaf. This form should be completed in ink and block capitals. The completed form should be returned to the Council Tax Team, East Lothian Council, Haddington, EH41 3HA

1 Full name and address of deceased person	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
2 Date of death	<input type="text"/>
3 Please supply name and address of owner (if differs from 1)	<input type="text"/> <input type="text"/> <input type="text"/>
4 Date of grant of confirmation (if known, supply copy)	<input type="text"/>
5 Name and address of next of kin/executors	<input type="text"/> <input type="text"/>
6 Name and address of solicitors	<input type="text"/> <input type="text"/> <input type="text"/>
7 Contact telephone number	<input type="text"/>
8 Date furnishings removed (if still furnished contact Council Tax Office when removed)	<input type="text"/>

Declaration:

I confirm that the above information is true and correct and I will inform you within 21 days of any changes in circumstances.

Signed

Date

NOTES

This form should be completed and returned to:

Council Tax Team
East Lothian Council
Haddington
EH41 3HA

If you wish to contact a member of the Council Tax Team, please phone 01875 824314 or visit www.eastlothian.gov.uk/counciltaxforms and complete one of our online forms.

Alternatively, you can call in to one of our local offices from 9.00am to 4.30pm Monday, Tuesday and Thursday, 10.00am to 4.30pm Wednesday or 9.00am to 3.30pm Friday.

Dunbar Area Office – The Bleachingfield Centre, Countess Crescent, Dunbar EH42 1DX
Haddington Area Office – John Muir House, Brewery Park, Haddington EH41 3HA
Musselburgh Area Office – Brunton Hall, Ladywell Way, Musselburgh EH21 6AF
North Berwick Area Office – North Berwick Shared Facility, School Road, North Berwick EH39 4JU
Prestonpans Area Office – Prestonpans Shared Facility (Library), West Loan, Prestonpans EH32 9NX
Tranent Area Office – The George Johnstone Centre, 35 Winton Place, Tranent EH33 1AE

East Lothian Council uses the personal data you provide for purposes associated with the delivery of our services. For more information go to: www.eastlothian.gov.uk/privacyct

Personal data will be retained in line with East Lothian Council's retention policies.

For more information contact Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: dpo@eastlothian.gov.uk

For further information refer to our website www.eastlothian.gov.uk/counciltax