



APPLICATION FOR A CERTIFICATE OF EXEMPTION FOR NPPR

UNSUITABLE FOR USE AS A DWELLING

PLEASE COMPLETE ALL ORANGE PANELS IN BLOCK CAPITALS

Address of property
for exemption:

Eircode: **OR** **Folio Number:**

I **(PRINT NAME)** hereby declare and affirm that I, the undersigned, am the owner of the above property.

I declare that the property was not suitable for use as a dwelling and was therefore unfit for habitation from **(INSERT DATE)** to **(INSERT DATE)**.

The property was last occupied on **(INSERT DATE)**.

Accordingly I declare that my property was not liable for the NPPR charge on the following liability date(s). *(Tick as appropriate)*

31st March 2011 **31st March 2012** **31st March 2013**

The property is unsuitable for use as a dwelling for the following reasons:

I hereby attach all required documentation as set out on page 2 of this declaration form. I make this solemn declaration for the satisfaction of Cork County Council, conscientiously believing the same to be true and by virtue of the Statutory Declaration Act, 1938.

*Declared before me by the Declarant
who is known by me personally*

Signature of Declarant

**Signature of Peace Commissioner /
Commissioner of Oaths /
Practising Solicitor**

OWNER DETAILS

Name(s):

Owner's Address:

Eircode:

Telephone No.:

Email Address:

DOCUMENTATION CHECKLIST

- Declaration form fully completed, signed & witnessed.
- Site location map with the property clearly marked thereon.
- Relevant dated Internal (full room view) & external (full front elevation view) colour photographs of the property.
- ESB Meter Readings / Disconnection / Connection notice for the period 2011 to 2013. [Reads in kilowatt hours (kWh)]
- Auctioneers Brochure (if available).
- Builders' / Engineers report (if available).
- Receipts / Invoices / Quotations for works proposed/carried out on the property. (Roof, Doors / Windows, Kitchen, Septic Tank etc)
- Deed of Appointment of receiver (if applicable)
- Any other supporting documentation showing that the property was not suitable for use as a dwelling for the period. (Insurance Claims / Assessments etc)

In order for us to process the personal data you have provided we require you to provide your consent. By ticking this box you consent to us processing the personal data provided by you in line with the terms of our Privacy Policy available at <https://www.corkcoco.ie/Privacy-Policy> or in hardcopy from our offices at County Hall, Carrigrohane Road, Cork, Ireland and to having your information processed for the following purposes: **UNINHABITABLE EXEMPTION APPLICATION**

I give permission for my personal information to be processed for the purpose stated above:

Signed: _____ **Date:** _____

Cork County Council takes your privacy seriously and will keep your personal information confidential and will only use it when necessary. You have the right to withdraw your consent at any time by contacting:

NPPR Unit, Cork County Council, Floor 1, County Hall, Carrigrohane Road, Cork

Tel: 021 4276891

Email: nppr@corkcoco.ie

Office Opening Hours: Monday – Friday, 9am – 4pm

Please return this fully completed form with documentary evidence to:

NPPR Unit, Cork County Council, Floor 1, County Hall, Cork

or by email to: nppr@corkcoco.ie

PLEASE ENSURE SCANNED COPIES OF DOCUMENTS ARE CLEAR AND FULLY LEGIBLE