



### APPLICATION FOR A CERTIFICATE OF EXEMPTION FOR NPPR

## UNSUITABLE FOR USE AS A DWELLING

PLEASE COMPLETE ALL ORANGE PANELS IN BLOCK CAPITALS

Name of owner(s) during the liability period:

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)

31<sup>st</sup> March 2012  31<sup>st</sup> March 2013

The property was unsuitable for use as a dwelling during the liability period because:

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

## DETAILS OF WHERE THE CERTIFICATE SHOULD BE ISSUED TO

Name(s):

Address:

Eircode:

Telephone No.:

Email Address:

### DOCUMENTATION CHECKLIST

**ALL documentation listed hereunder is required**

- 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.
- Auctioneers Brochure (if available).
- Builders' / Engineers report outlining the condition of the property during the liability period.
- 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: \_\_\_\_\_

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](mailto:nppr@corkcoco.ie)

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

PLEASE DO NOT SUBMIT APPLICATIONS BY MORE THAN ONE METHOD

i.e. Do not submit by email AND post

PLEASE ENSURE SCANNED COPIES OF DOCUMENTS ARE CLEAR AND FULLY LEGIBLE

PHOTOGRAPHS OF APPLICATION FORMS WILL NOT BE ACCEPTED