



Council Tax

Application for Vacant Property Exemption and/or Discount

Property no.

Name	<input type="text"/>	Reference no.	<input type="text"/>
Address	<input type="text"/>	Issue Date	<input type="text" value="DD / MM / YYYY"/>
Postcode	<input type="text"/>	Return by date	<input type="text" value="DD / MM / YYYY"/>

Information

You may apply for a Council Tax exemption or discount where a property is unoccupied and/or unfurnished.

To be considered unfurnished, a property must be devoid of all moveable items. White goods (fixed, built-in or free standing), carpets, curtains and window blinds are NOT considered to be items of furniture. Any other moveable item is.

Exemption

Where a property is both unoccupied and completely unfurnished an exemption may be awarded for a period of up to 6 months from the date the property was last occupied, provided that the last period of occupation lasted for at least 3 months.

Discount

A discount may be awarded in respect of empty properties where:

- After a period of exemption, a property remains unoccupied and unfurnished. A 10% discount (for up to 6 months) may be awarded.
- A property is unoccupied but remains furnished or part furnished. A 10% discount (for up to 12 months) may be awarded from the date the property was last occupied and provided that the last period of occupation lasted for at least 3 months.

Properties being actively marketed for sale or for let

Where an unoccupied property is being actively marketed for sale or for let and remains unoccupied after the initial 12 month period (during which time the appropriate unoccupied exemption and/or discount has been awarded), a further 12 month period of 10% discount can be awarded, followed by 12 months of no discount (100% charge).

Empty Property (Additional Charge)

An additional charge of 100% will be levied where properties have been empty (unoccupied and/or unoccupied & unfurnished) for a period of more than 2 years. The imposition of this will result in a 200% charge being made, i.e. the Council Tax charge will be twice the normal charge.

For properties which are empty (unoccupied and/or unoccupied & unfurnished) and being actively marketed for sale or for let, an additional charge will only be levied after 3 years, from the last period of occupation of at least 3 months.

Part 1 PROPERTY ADDRESS (FOR WHICH EXEMPTION/DISCOUNT IS CLAIMED)

Address

IMPORTANT NOTE

In order for your application to be evidenced your property may be inspected. If an inspection is required, a member of staff may contact you to arrange a suitable time to visit your property or alternatively may arrange for an external inspection to be carried out without any prior notice being provided.

Aberdeenshire Council will take whatever steps it considers necessary to ensure your application is valid. Where the validity of an application is in doubt, no reduction will be awarded.

Part 2 VACANT PROPERTY EXEMPTION/DISCOUNT

Is the property both unoccupied & completely unfurnished?

Yes If so, please state from what date

No If not, i.e the property is unoccupied but remains furnished, please state the date that all the furniture will be removed from the property (*if applicable*)

Please state why the property is unoccupied:

a. On market for sale (Yes/No) If yes, from when?

If yes, Selling Agent name & contact details

b. Offered for let (Yes/No) If yes, from when?

If yes, Letting Agent name & contact details

c. Requires or is undergoing major or structural repair (*Please give brief description of repairs required*)

Have the repairs started (Yes/No) If yes, from what date?

If no, what date are they due to start (*if known*)?

d. Other (Please state)

If known, please state the date the property will become; (a) occupied; or (b) become furnished

Part 3 DECLARATION BY APPLICANT

I confirm that the information provided by me on this form is both accurate and complete and I undertake to notify the Council immediately of any change in my circumstances which may affect my liability for Council Tax. I understand the Council may make whatever enquiries it considers necessary to verify the information provided by me on this form

Signature Date

Print Name Telephone No.

Email Mobile No.

Information provided by you for the purposes of determining Council Tax liability, will be used and stored by Aberdeenshire Council in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. Please refer to our Council Tax Privacy Notice for more information, which can be found at www.aberdeenshire.gov.uk/online/legal-notices/data-protection/service-specific-privacy-notices/

Please return this form to: Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX

If you require help completing this form or further information regarding Council Tax, contact us by:

Telephone
03456 08 12 01

Email
council.tax@aberdeenshire.gov.uk

Visit our Website
www.aberdeenshire.gov.uk/counciltax