



Council Tax

Application for Second Home or Job-Related Classification

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

Second Homes

You may apply for a Second Home classification where a property you own, rent, or are responsible for, is not occupied as your main residence but is used as a second home (e.g. Holiday home or for some other reason) in an intermittent way. (Second Homes attract a full, 100% charge).

Note - a second home is defined in legislation as 'a dwelling which is no one's sole or main residence, but which is furnished and in respect of which, during any period of 12 months, the person liable to pay the council tax that is chargeable can produce evidence to establish that it is lived in other than as a sole or main residence for at least 25 days during that period'.

To apply for a Second Home classification complete parts 1, 2 and 4.

Job-related Dwellings

If you own or rent a property but live in another property due to reasons of your employment, you may apply for a Job-related classification (and thus a 50% discount) where the following conditions are met;

- Where it is necessary for the proper performance of the duties of the employment that the employee should reside in that dwelling;
- Where the dwelling is provided for the better performance of the duties of the employment, and it is one of the kinds of employment in the case of which it is customary for employers to provide dwellings to employees (e.g. caretakers, janitors, agricultural workers, clergy etc); *or*
- Where, there being a special threat to the employee's security, special security arrangements are in force and the employee resides in the dwelling as part of those arrangements.

Note – If the dwelling is provided by a company and the employee is a director of that or an associated company, (a) and (b) above do not apply unless either –

- The employment is as a full time working director;
- The company is non-profit making, i.e. it does not carry on a trade nor do its functions consist wholly or mainly in the holding of investments or other property; or
- The company is established for charitable purposes only.

If your property fulfils the qualifying criteria and is classified as a 'job related' dwelling a 50% discount will apply.

To apply for a Job-related classification complete parts 1, 3 and 4.

Part 1 PROPERTY ADDRESS (FOR WHICH CLASSIFICATION IS CLAIMED)

Address of Property

Part 2 SECOND HOME CLASSIFICATION

Is the property a Second Home? (i.e. Your Holiday Home or is used in some other way, other than as your main residence)

Yes No

If yes, what date was the property first used as a second home?

To evidence the intermittent use of the Second Home please provide copies of your previous 12-months electricity/gas utility bills (or if only recently purchased your most recent bills) and also a copy of your Insurance Policy for the property.

On average, how many days/or anticipated days will it be used in any 12 month period?

Please provide details of your main address

Postcode

Where your main address is in the UK and you are liable for Council Tax for your main address, you must provide a copy of your most recent Council Tax bill to evidence this.

If your main residence is outwith the UK, you must provide evidence of any property tax(es) paid in respect of your main address.

Part 3 JOB-RELATED CLASSIFICATION

What is the nature of your employment?

Do you consider your property to be a job-related dwelling?

Yes No

If yes, please enclose the following evidence:

- confirmation that you are required to live in the dwelling as a requirement of your employment, *and*
- confirmation that shows your employer provides the accommodation for you, *or*
- confirmation that your employer contributes towards the cost of the accommodation.

Please provide details of your main (usual) address

Postcode

Where your main address is in the UK and you are liable for Council Tax for your this address, you must provide a copy of your most recent Council Tax bill to evidence this.

If you are not liable for Council Tax at your main (usual) address, please state why not

If your main residence is outwith the UK, you must provide evidence of any property tax(es) paid in respect of your main address.

Part 4 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

DD / MM / YYYY

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-notice/data-protection/service-specific-privacy-notice/

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