

COUNCIL TAX DISCOUNT OR EXEMPTION APPLICATION FORM (Unoccupied property)



PROPERTY REFERENCE NUMBER

ACCOUNT NUMBER

If you require any help in completing this form, please telephone Customer Advice & Support on

0300 100 1800

or visit any Council Contact Centre/Library Contact Centre where our staff will be pleased to give you confidential assistance.

INTRODUCTION

Certain properties may be entitled to a discount or exemption from Council Tax if they meet one of a number of sets of conditions which are laid down in Regulations.

These conditions are set out in the notes at the end of this form. Please complete this form **USING BLOCK CAPITALS** and return it without delay to the address shown overleaf.'

THE PROPERTY

What is the address of the property in respect of which the discount or exemption is claimed?

Who owns the property

From when?

Who is the tenant (if any)?

From when?

THE GROUNDS FOR EXEMPTION OR DISCOUNT

At the end of this form you will find a list of grounds on which exemption or discount may be claimed for unoccupied property. Please enter in this box the number(s) of the paragraph(s) under which you are claiming.

No(s)	Period of Claim	From	To

ESTABLISHING ENTITLED TO EXEMPTION OR DISCOUNT DURING PERIOD OF CLAIM

1. Did/does anybody live in the property?
2. Is/was the property furnished?
3. (a) Is/was the property incapable of occupation due to structural repairs, improvements or reconstruction?

Yes No

Yes No

Yes No

If Yes: On what date did work commence?

On what date is completion expected?

THE PROPERTY (CONTINUED)

Describe in detail the work being undertaken which means the property is unfit to be lived in.

(b) Is any of the work being undertaken structural?

Yes

No

If yes, please advise the nature of the structural work

4. Is/was the property subject to a closing or demolition order?

Yes

No

5. On what date was the property last occupied?

6. On what date was the property last furnished?

7. Is the property situated on agricultural land?

Yes

No

If Yes, was the last use and occupation of the property in connection with agriculture?

Yes

No

8. Who was the last occupier(s) of the property?

(a) if the last occupier has died, please enter the date of the death

And the date of the confirmation to the estate (if any)

(b) if the last occupier is not deceased, please enter the address at which they are now living

AND, please use the following box to explain why they moved there

Please detail below anything else you consider relevant to your application.

EVIDENCE

If you're required to provide evidence to support your application as stated on page 5, please detail below the evidence you are providing and enclose it when you return your application.

YOUR DETAILS

Name	<input type="text"/>
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Correspondence address	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

DECLARATION

I declare that to the best of my knowledge the information given is true and complete. I authorise Scottish Borders Council to undertake such enquiries it considers appropriate to verify the information declared in this form. I undertake to advise the Council of any change of circumstances which may affect eligibility including the arrival of new residents and whether any existing resident moves from the property or their status as outlined above changes.

I understand that Scottish Borders Council is registered under the Data Protection Act. The Council is under an obligation to properly manage public funds. Accordingly, information I provide to the Council, and held in the Council's computer systems, will be used to prevent and detect error and fraud, and may also be shared for the same purpose with public bodies or other organisation which handle public funds.

I claim a Council Tax discount or exemption

YOUR SIGNATURE

DATE

To find out how we will process and use your personal information in connection with this request please see our Privacy Notices at www.scotborders.gov.uk/CASSPrivacyNotices

If you would like a printed copy you can contact us via telephone on **0300 100 1800**.

When completed, this form should be returned to

**Scottish Borders Council
Customer Advice & Support Service
Council Headquarters
Newtown St. Boswells
Melrose TD6 0SA**

For Official Use	
Act By	
Date	

Did you know this form is available to complete online? To complete online visit our website www.scotborders.gov.uk

COUNCIL CONTACT CENTRES/LIBRARY CONTACT CENTRES

You can find out the opening times from our website at www.scotborders.gov.uk/contactcentres or by calling 0300 100 1800 and following the appropriate instructions. They are also displayed at each office.

Coldstream, Library Contact Centre, Gateway Centre
Duns, Library Contact Centre, 49 Newtown Street
Eyemouth, Old High School, Coldingham Road
Galashiels, Paton Street
Hawick, High Street

Innerleithen, Library Contact Centre, Buccleuch Street
Jedburgh, Library Contact Centre, Castlegate
Kelso, Library Contact Centre, Bowmont Street
Peebles, High Street

CIRCUMSTANCES IN WHICH THE APPLICATION IS BEING MADE

1. A dwelling which is unoccupied and unfurnished for a period of up to six months. The property must have been continuously occupied for a minimum of three months since any previous exemption on these grounds was granted before any further such exemption can be allowed.

Please note, for a property to be considered unfurnished it must be empty of all removable items. White goods, curtains, blinds, carpets and built in wardrobes are not considered to be removable items.

2. A dwelling which is
 - (a) Unoccupied **and**
 - (b) Is undergoing or has undergone structural repair, improvement or reconstruction meaning the property can not be lived in **and**
 - (c) No more than 12 months have elapsed since the day it was last occupied **and**
 - (d) No more than 6 months have elapsed since the repairs or alterations were substantially completed

Evidence required: Photographs, work quotes, planning or building warrant reference number, fire report, etc

3. An unoccupied dwelling which when it was last occupied was the sole or main residence of the person liable to pay the Council Tax and who now has his/her sole or main residence in
 - (a) a hospital
 - (b) a hostel
 - (c) a nursing home
 - (d) a residential care home

4. An unoccupied and unfurnished dwelling which is situated on agricultural land and which, when last occupied and used, was occupied together with and used in connection with that agricultural land.

5. A dwelling
 - (a) which is not the sole or main residence of any person **and**
 - (b) in respect of which any liability to pay Council Tax would, but for the exemption, fall to be met solely out of the estate of a deceased person and either
 - (i) no grant of confirmation to the estate of that person has been made **or**
 - (ii) no more than six months have passed since confirmation was made.

6. An unoccupied dwelling which when it was last occupied was the sole or main residence of the person liable to pay the Council Tax and who now has his/her sole or main residence elsewhere for the purpose of receiving personal care required by reason of old age, disablement, illness, past or present alcohol or drug dependence or mental disorder.

7. An unoccupied dwelling which when it was last occupied was the sole or main residence of the person liable to pay the Council Tax and who now has his/her sole or main residence elsewhere for the purposes of providing personal care for a person who requires such care by reason of old age, disablement, illness, past or present alcohol or drug dependence or mental disorder.

8. A dwelling
 - (a) which is not the sole or main residence of any person **and**
 - (b) lawful possession of which has been entered into by the heritable creditor.

Evidence required: Repossession order

9. A dwelling which is not the sole or main residence of any person and in which an interest is vested in a permanent trustee in bankruptcy who would otherwise be the only person liable to pay the Council Tax.

10. An unoccupied dwelling which
 - (a) when last occupied was occupied by one or more students only **and**
 - (b) that occupation ceased less than four months previously.

11. A dwelling which is
 - (a) owned or tenanted by a student **and**
 - (b) is not the sole or main residence of any person.

Evidence required: Council Tax bill for main residence and Student Certificate

12. An unoccupied dwelling
 - (a) which forms part of premises which include another dwelling **and**
 - (b) which is difficult to let separately from that other dwelling **and**
 - (c) in respect of which the owner or tenant has his sole or main residence in that other dwelling.
13. An unoccupied dwelling
 - (a) which is situated within the grounds of another dwelling **and**
 - (b) which is difficult to let separately from that other dwelling **and**
 - (c) in respect of which the owner or tenant has his sole or main residence in that other dwelling.
14. A dwelling which is not the sole or main residence of any person and which is being held by or on behalf of a religious body for the purpose of being available for occupation by a minister of religion as a residence from which to perform the duties of his office.
15. An unoccupied dwelling which when it was last occupied was the sole or main residence of the person liable to pay the Council Tax and who now has his/her sole or main residence in prison (other than for non-payment of fines).
16. An unoccupied dwelling owned or tenanted by a charity which
 - (i) when last occupied, was occupied in furtherance of the objects of that charity **and**
 - (ii) that occupation ceased less than six months previously.
17. A dwelling, the occupation of which is prohibited by law or which is kept unoccupied because of action taken under any Act of Parliament with a view to prohibiting its occupation or to acquiring it.

Evidence required: Document showing prohibited from occupation by law

18. A dwelling owned by a registered social landlord and kept unoccupied with a view to having it demolished.
19. A dwelling which is not the sole or main residence of any person and is held by a housing association as a "Trial Flat" for prospective tenants who are elderly or disabled.
20. An unoccupied and unfurnished dwelling in respect of which
 - (a) less than 6 months have elapsed since the effective date for the first entry in the valuation list **and**
 - (b) there was no entry in the valuation roll immediately prior to that effective date.
21. An unoccupied dwelling when it was last occupied was the sole or main residence of the person liable to pay the Council Tax was in prison (or other detention by Court Order)
 - (a) the person must not have been on remand.
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- Evidence required:** Letter from solicitor, the court or prison confirming date of committal, length of sentence and nature of offence.
22. An unoccupied dwelling where the last occupier is living in army accommodation.
 - (a) the person must be paying Contribution in Lieu of Council Tax (CILOCT).
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- Evidence required:** payslip showing CILOT deduction, proof from the relevant body that the address is a service property.