

COUNCIL TAX

SECOND HOME EVIDENCE FORM

If you require any help in completing this form, please telephone the Customer Advice & Support Service on 0300 100 1800. Alternatively please visit your local Contact Centre/Library Contact Centre (further information is available on the last page of this application form) where staff will give you confidential assistance.

A second home is a dwelling which is no one's sole or main residence, but which is furnished and must be occupied for at least 25 days in the last 12 months.

To confirm your home is a Second home please complete this form **USING BLOCK CAPITALS** and return it without delay to the address shown overleaf.

ABOUT THE PROPERTY

ACCOUNT NUMBER

1. WHAT IS THE ADDRESS OF THE PROPERTY WHICH IS BEING CLASSED AS YOUR SECOND HOME?

2. WHAT IS THE ADDRESS OF YOUR MAIN RESIDENCE?

3. GIVE NAMES, DATES AND LENGTHS OF STAY OF ANY PERSON(S) WHO HAVE OCCUPIED THE SECOND HOME IN THE PAST 12 MONTHS.

NAME OF PERSON	RELATIONSHIP TO YOU	DATES	LENGTH OF STAY

ALTERNATIVELY, IF YOU HAVE JUST PURCHASED THE PROPERTY PLEASE CAN YOU CONFIRM THAT THE PROPERTY WILL BE USED AS A SECOND HOME FOR AT LEAST 25 DAYS IN THE NEXT 12 MONTHS?

YES

NO

IF YES, PLEASE CONFIRM THE NAME OF THE PERSON(S) WHO WILL OCCUPY THE PROPERTY AS THEIR SECOND HOME.

NAME OF PERSON	RELATIONSHIP TO YOU	ADDRESS OF THEIR MAIN RESIDENCE

TO SUPPORT YOUR APPLICATION YOU MUST PROVIDE A CURRENT COUNCIL TAX BILL FOR YOUR MAIN RESIDENCE **AND** ONE FORM OF EVIDENCE LISTED BELOW FOR YOUR SECOND HOME:

UTILITY BILLS FOR THE PAST 12 MONTHS, A CURRENT TV LICENCE OR HOLIDAY HOME INSURANCE POLICY.

PLEASE DETAIL BELOW THE EVIDENCE YOU ARE PROVIDING AND ENCLOSE IT WHEN YOU RETURN YOUR APPLICATION.

4. HAS THE PROPERTY, AT ANY TIME, BECOME SOMEONE'S MAIN RESIDENCE SINCE BEING CLASSED AS A SECOND HOME?

YES

NO

IF YES PLEASE LIST THE NAMES OF ALL THE RESIDENTS AGED 17 OR OVER WHO LIVE IN THE PROPERTY (INCLUDING YOURSELF IF APPLICABLE).

NAME	DATE OF BIRTH FOR ALL RESIDENTS AGED 17 AND OVER	DATE RESIDENCY COMMENCED	PREVIOUS ADDRESS

PLEASE DETAIL BELOW ANYTHING ELSE YOU CONSIDER RELEVANT TO YOUR APPLICATION.

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 regarding the use of the property including if the property becomes someone's sole or main residence or it is no longer used as a second home.

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 organisations which handle public funds.

I confirm the above named property is a Second home.

YOUR SIGNATURE

DATE

NAME

TEL NO

ADDRESS FOR
CORRESPONDENCE

CAPACITY (E.G.
OWNER; TENANT;
SUB-TENANT; AGENT)

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

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
Newtown St Boswells, Council Headquarters
Peebles, High Street
Selkirk, High Street