

# Revenues & Benefits Services

## Council Tax

Application for Discount –  
Zero Occupants/Second Home



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

Please use black ink and block capital letters or typescript

### Background

A 10% discount covers the following:

- Second Home up to 1 April 2019
- Empty periods between tenants of furnished lets
- Empty property after earlier exemptions or discounts have run out and the property has been unoccupied for less than 12 months

A 50% discount covers the following

- Empty property after the six months exemption for an unoccupied and unfurnished has finished (maximum Six months at 50%) .
- Job related dwelling (e.g. clergy)
- Six months from the date of purchase of any property that is undergoing or requires major repair work to render it habitable or is undergoing structural alteration.
- Purpose built holiday homes.

From 1 April 2019 owners will pay 200% Council Tax for an empty property that is unoccupied for more than 12 months or after two years if actively marketed for sale or rent.

In order to claim a discount, please complete this form and return it to the address at the top of the page along with appropriate supporting documentation. If you require any further information, please contact us on the number below.

### Applicant Details: to be completed by the liable person

Name	
Your current/contact address	

### Section 1a: To be completed by the applicant

Unoccupied property address			
Please confirm your connection with the property	Tenant <input type="checkbox"/>	Owner <input type="checkbox"/>	Landlord <input type="checkbox"/>
	Managing Agent <input type="checkbox"/>	Other	
Council Tax Reference (if known)			
Date property became unoccupied			
Is the property completely unfurnished?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, date on which all furniture was removed
Is the property undergoing or requires major repair work to render it habitable or is it undergoing structural alteration (Documentary evidence must be provided)	Yes <input type="checkbox"/>		No <input type="checkbox"/>

<b>Section 1b: To be completed by the applicant if applicable</b>			
<b>Is the property marketed for sale or rent</b>		<b>For Sale</b> <input type="checkbox"/>	<b>For Rent</b> <input type="checkbox"/>
What date has the property been marketed for sale or rent from?			
Who is marketing your property? Please provide Full name, address telephone and website			
What is the sale price or rent charge			
<b>Section 2: Second / Holiday Homes Only</b>			
Is the property a second home?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes how many days is the property occupied in a 12 month period			
Is the property a holiday home which is used for holiday purposes only?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the occupancy of the property restricted to certain times of the year? If YES, explain below any reasons for the restriction and provide any relevant documentation:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reasons			
<b>Section 3: Property For Job Purposes Only</b>			
Are you required to live in this, or any other property, due to your own or your spouse/partner's job? (If No, please sign the declaration and return to the address below). (If YES, please give the full postal address of this property below):		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Address			
Do you own or lease any other property?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Regarding the property which you own or lease, is this occupied by any other person(s)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this property unoccupied and unfurnished?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Type of Job			
Reasons you need to live in job related dwelling			
Is the property, identified above, provided by a company/associated company of which you are a Director? (If YES, please provide the following information):		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a full time working Director?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the company non-profit making or established for charitable purposes?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you or your spouse/partner a minister of religion who resides in the property, identified above, to perform their duties?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Declaration</b>			
I confirm that the information on the form is true and correct. I undertake to inform Revenues & Benefits within 21 days of any change in circumstances. Failure to provide this information is an offence which may make me liable to an initial fine of £50 and £200 for each subsequent offence.			
Signature		Date	
Email Address		Daytime Telephone No.	
Data Protection Act and General Data Protection Regulations ("GDPR") East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Your information may be shared with other departments within East Dunbartonshire Council or other organisations for the purposes of administering and collecting council tax and applying relevant reductions, discounts and exemptions; checking the information we hold is accurate; preventing and/or detecting crime and protecting public funds. Other organisations may include bodies responsible for auditing or administering public funds or conducting data checks, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as credit reference agencies, service providers/contractors and/or partner bodies). For further information detailing how East Dunbartonshire holds and uses your information please refer to the privacy notice enclosed with this form. Details are also available on our website at: <a href="http://www.eastdunbarton.gov.uk/counciltax">http://www.eastdunbarton.gov.uk/counciltax</a>			

## Other Formats & Translations

This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।