

**To Be Returned To:**  
 Perth & Kinross Council  
 Executive Director (Housing & Community Care)  
 PO Box 7300  
 PERTH  
 PH1 5WH  
 Telephone No: (01738) 477430  
 (Mon-Fri 8.45am to 5.00pm)  
 Email: localtaxes@pkc.gov.uk  
 Fax No: (01738) 475610



**COUNCIL TAX  
 APPLICATION FORM FOR UNOCCUPIED PROPERTY 50% DISCOUNT**

**EXPLANATORY NOTE**

When a property is unoccupied a reduction in Council Tax may be awarded. The rules relating to the level of discount which may be awarded was changed from 1 April 2005.

In most cases the level of discount awarded in respect of unoccupied properties within the Perth and Kinross area is 10%.

Certain categories of properties however, are entitled to 50% discount. For example, some holiday homes where occupancy is restricted to certain times of the year or where a person owns a property but it is essential for that person to live elsewhere due to their employment.

By providing the details requested in this application, we will be able to assess the appropriate level of discount. The amount of discount awarded will be reflected in payment documentation which will be issued to you.

Any application for discount must be made by the person who is liable to pay Council Tax for the property, or an agent acting on his/her behalf. If the circumstances change you must notify us immediately.

If you wish to apply for a discount, please complete this form and return it to the above address.

Should you require any further information, you may telephone a member of staff on **(01738) 477430**, or alternatively visit the **Reception at Pullar House, Kinnoull Street, Perth.**

Please note that an Officer of the Council may contact you with a view to arranging a visit to the property.

**SECTION A: COMPLETE IN ALL CASES**

1) Please provide your daytime telephone number and /or your email address:

Tel No:
Email:

(This will greatly assist my staff, should further information be required).

2) Your Name: .....

3) Your current / contact address: .....

..... Postcode .....

4) Please confirm your connection with the property (e.g. tenant, owner, landlord, managing agent etc): .....

5) Unoccupied property address: .....

..... Postcode .....

Council Tax Account Number (if known):

Date property became unoccupied:

6) Is the property completely unfurnished?  YES  NO

If YES, provide date on which all furniture was removed:

7) Is the property currently used as a second home/holiday accommodation?  YES  NO  
 (i.e. this means that it is NOT the sole or main residence of any person).

8) Please state below the intended future use of the property (e.g. to be occupied as your main residence, to be used as a second/holiday home, to be offered for let, to be placed on the market for sale, alterations to be made etc):  
 .....  
 .....  
 .....

**SECTION B: RELATES ONLY TO HOLIDAY HOMES**

- 1) Is the property a holiday home which is used for holiday purposes only?  YES  NO
- 2) Is the occupancy of the property restricted to certain times of the year?  YES  NO  
(e.g. due to the terms of any licence or planning permission, unfit for use throughout whole year etc)

If YES, explain below any reasons for the restriction and provide any relevant documentation:

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**SECTION C: COMPLETE ONLY WHERE YOU LIVE IN A PROPERTY FOR JOB PURPOSES**

- 1) Are you required to live in this, or any other dwelling, due to your own or your spouse/partner's job?  YES  NO (If NO, please go straight to Section D)

If YES, please give the full postal address of the job related property:

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- 2) Do you own or lease any other dwelling?  YES  NO

If YES, please give the full postal address of this property:

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Regarding the property which you own or lease, is this occupied by any other person(s)?  YES  NO

Is this property unoccupied and unfurnished?  YES  NO

- 3) Please confirm the type of job that you or your spouse/partner do and provide the reasons for the requirement to reside in the property which is job related (e.g. due to the terms of a formal contract, it is necessary to live in the property to carry out the duties etc):

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- 4) Is the dwelling, identified at question 1, provided by a company/associated company of which you are a Director?  YES  NO

If YES, please provide the following information:

Are you a full time working Director?  YES  NO

Is the company non-profit making or established for charitable purposes  YES  NO

- 5) Are you or your spouse/partner a minister of religion, who resides in the property, identified at question 1, to perform their duties?  YES  NO

**SECTION D: DECLARATION - PLEASE READ CAREFULLY AND SIGN**

I declare that the information given on this form is accurate, and I undertake to notify you immediately if the circumstances change.

Signature: .....

Date: .....

*PLEASE NOTE THAT AN OFFICER MAY VISIT IN ORDER TO VERIFY THAT THE INFORMATION YOU PROVIDE IN THIS FORM IS CORRECT.*

**DATA PROTECTION**

Any information you have provided will be used for the billing and collection of local taxes and the recovery of any unpaid debts due to the Council. Disclosures to third parties will only be made to agents employed by Perth & Kinross Council to recover unpaid debts and to those organisations with a legal right of access, e.g. Inland Revenue. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud therefore it may also share this information with other bodies for these purposes.

In terms of the Data Protection Act 1998, you are entitled to know what information this Council holds about you, on payment of a fee of £10. Application should be made to the Executive Director (Corporate Services), 2 High Street, Perth.