

To Be Returned To:
 Perth & Kinross Council
 Local Taxes
 PO Box 7300
 PERTH
 PH1 5WH
 Telephone No: (01738) 477430
 (Mon-Fri 8.45am to 5.00pm)
 Email: localtaxes@pkc.gov.uk



**COUNCIL TAX
 APPLICATION FORM FOR VACANT PROPERTY EXEMPTION (from 1 April 2014)**

EXPLANATORY NOTE

When a property is unoccupied and completely unfurnished, it may be exempt from Council Tax for a maximum period of 6 months.

If it remains unoccupied and unfurnished a 10% discount may be awarded for a further period of 6 months. Thereafter no discount will be applied and a premium may be due.

Any application for exemption 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 an exemption, 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 **The Customer Services Point at 35 Pullar House, Kinnoull Street, Perth, PH1 5GD**

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

All sections of this form must be completed.

Section A:

Name(s) of Liable Person(s):

Current Address:

Postcode:

Name of Agent (if applicable):

Address of Agent (if applicable):

Postcode:

Section B:

Information about the vacant property

Vacant property address:

Postcode:

Council Tax Account Number (if known):

Date property became unoccupied:

Date property became completely unfurnished:

If property is partially furnished, please give brief details of contents:

Please indicate the intended future use of the property by ticking one of the options below (and where relevant provide a date):

	Tick if YES	Tick if NO	Effective Date
Tenancy to cease:			/ /
To be used as a second/holiday home for 25 days or more per year:			/ /
Being actively marketed for sale or let:			/ /

Please provide details of where this is advertised and solicitors/letting agents contact details:

Any other relevant information:

Section C:

Declaration

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

Signature: Date:

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. HMRC. 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, e.g. Audit Scotland.

In terms of The Data Protection Act 1998, you are entitled to know what information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Data Protection Officer, Blackfriars Development Centre, North Port, Perth, PH1 5LU. Phone 01738 477933 or email dataprotection@pkc.gov.uk