



Council Tax

Property No

Name

Address

.....

..... Postcode

Reference Number

Issue Date

Return By Date

Application for Altered/Repaired Property Exemption/Discount

Information

When a property is unoccupied due to alterations and/or major repairs it may be exempt from Council Tax for a period of up to 12 months. Also, if following the sale of a property, major repairs are required to render it habitable, a 50% discount may be awarded for a period of up to 6 months. If you wish to apply for exemption or discount, please complete this form in **BLOCK CAPITALS** (using black ink) and return it to the address detailed below.

Address of property for which a reduction is being requested:

Address of property

..... Postcode

Exemption

Date property was last occupied (If known)

Date alterations/major repairs started

Date alterations/major repairs ended or will end

Description of works being carried out

.....

.....

Discount

Date you purchased this property

Are alterations/repairs required? Yes No

Have alterations/repairs started? Yes No

If yes, Provide description of works being carried out

.....

If no, When are alterations/repairs due to start?

Describe the works that will be required

.....

Evidence to support your application

Appropriate evidence to support your application must be submitted when returning your completed application. For example,

- (1) Copy of building warrant or completion certificate. (If application being submitted retrospectively)
- (2) Formal schedule of works
- (3) Letter from contractor to confirm date works started and expected completion date
- (4) Photographic evidence of work in progress

In order to verify your application your property will require to be inspected. A member of staff will contact you to arrange a suitable date/time to visit.

DECLARATION BY APPLICANT

I declare that the information I have given on this form is correct and complete to the best of my knowledge. I will undertake to inform the Council of any change in my circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

Signature Date

Print name Telephone No.

Email Mobile Telephone No.

Any information you provide will be used and retained on computer by this Authority, and will be shared with other government bodies, including Scottish Water, in accordance with the Data Protection Act 1998.

Please return this form to: Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX.

If you wish further information regarding this form or any other Council Tax query, please contact us by:

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|-------------------|----------------------------------|-------------------------------------|
| Telephone: | Email: | Visit our website: |
| 08456 08 12 01 | council.tax@aberdeenshire.gov.uk | www.aberdeenshire.gov.uk/counciltax |