



**Council Tax**

Property No .....

Name .....  
Address .....  
.....  
.....  
..... Postcode .....

Reference Number .....  
Issue Date .....  
Return By Date .....

**Application for Vacant Property Exemption / Discount**

**Information**

Under certain circumstances you may apply for a reduction in your Council Tax charge. Should you wish further information or help in completing this form please contact your Council Tax Office noted overleaf. Any application for Discount or Exemption must be made by the person liable to pay the Council Tax for the property. If you wish to apply for Property Exemption or Property Discount please complete this form in BLOCK CAPITALS and return it to the address detailed overleaf.

**Address of property for which exemption or discount is being requested:**

Address of property .....  
..... Postcode .....

**Vacant Property Exemption**

A property which is vacant and unfurnished may be exempt from Council Tax for a maximum period of 6 months from the date the property was last occupied and only if that period of occupation lasted for more than 6 weeks. After 6 months a property that remains unoccupied and unfurnished may qualify for a 50% Discount. If you wish to apply for Exemption, please complete **Section 1** overleaf.

**Vacant Property Discount**

A property which is vacant but remains furnished may be granted a 50% Discount. If you wish to apply for Discount, please complete **Section 2** overleaf.

**In order to confirm your application for a reduction your property may require to be inspected. A member of staff may contact you to arrange a suitable time to visit.**

**Section 1 Vacant Property Exemption**

Date property became both **empty and unfurnished** .....  
Please state why the property is empty and unfurnished .....  
Date your property will be occupied or become furnished (if known) .....  
Please provide details of your current address .....  
.....  
..... Postcode .....

**Section 2 Vacant Property Discount**

Date property became **empty** .....  
Please state why the property is empty .....  
Date property will become occupied (if known) .....  
Please provide details of your current address .....  
.....  
..... Postcode .....

**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:

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