Council Tax Unoccupied/Empty/Second Home –

Application for Discretion from Additional Charges

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| --- | --- |
| Council Tax Reference No. |  |

* **Please supply the following telephone numbers in case we need to contact you regarding this application.**

|  |  |
| --- | --- |
| Daytime Telephone No. |  |
| Email address: |  |

* **To be completed by the person liable for Council Tax**

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| --- | --- |
| What is your full name? |  |
| What is the full postal address including postcode of your main home? |  |
| What is the full postal address including postcode of the property that is second home/unoccupied property? |  |
|  | |
| **Unoccupied-Empty Property** |  |
| Is the property Unoccupied, and, if so, what date did the property become unoccupied?  An unoccupied property would generally be an empty and unfurnished property which is no one’s sole or main residence. |  |
|  | |
| **Second Home** |  |
| Is the property a Second Home, and if so from what date?  A property is classed as Second Home which is no one's sole or main residence, is furnished and is occupied for at least 25 days each year. |  |

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| **Section 1 – Undergoing Major Repairs** | |
| Is the property is undergoing major repairs or renovations to make it habitable, including where planning applications have been lodged? |  |
| Has a Building Warrant or Planning Application been made, if so please confirm the reference number, or provide a copy of any documentation confirming this you have received from Planning/Building Control | Building Warrant Ref…………………….  Planning Application Ref……………….. |
| Please provide copies of builder’s estimates / schedule detailing the actual work required, with confirmation of the exact date the work commenced and expected completion date or please confirm if these have already been submitted in relation to a previous application for Council Tax exemption or discount | Information now enclosed  or  Date Information Provided………………. |
|  | |
| **Section 2 – Marketed for Sale or Rent** |  |
| Is the property marketed for sale or marketed for rent? | For Sale  For Rent |
| What date has the property been marketed for sale or rent from? |  |
| Who is marketing your property?  Please provide the full name, address and telephone number. |  |
| Is your property being marketed on a website?  Please provide full details. |  |
| What is the sale price or rent charge? | Sale price: ………………………  Rent charge: …………………… |

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| **Section 3 – Actively Engaging with Empty Homes Officer** | |
| Please advise date you first engaged with the Councils Empty Homes officer and provide brief details of any action you have taken – please continue on a separate page if necessary. This information will be verified internally, therefore please confirm the name of the officer you have been dealing with. | Officers full name……………………….  Date………………………….  Advice/Action taken - |
|  | |
| **Section 4 – Exceptional Circumstances Exist to prevent sale or occupation** | |
| If you consider there are exceptional circumstances that are out with your control that prevent the property being sold or occupied you can apply to be exempt from the additional charges. Council Tax charges will still apply at the standard rate. These circumstances could include legal issues or formal disputes with neighbouring properties. Any application approved in these circumstances will be subject to annual review. | Please provide as much information as possible, including documentary evidence. Please continue on a separate page if necessary. |

**DECLARATION: Please now sign the declaration below**

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| **Declaration** | |
| I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my council tax.  I understand that the deliberate provision of false information in order to achieve financial gain is a Criminal Offence and you may check the information with other sources as allowed by the law.  I understand that any information I have provided will be used in the administration of my council tax account. You may give information to other parties if the law allows this. | |
| Signature of liable person |  |
| Date |  |

**Checklist of Proof Required – Please confirm what is supplied by ticking the box below**

**Property for Sale or Rent:**

* Evidence that your property is being actively marketed for sale, including details of who is marketing the property and how this is being carried out; and
* Details of the sale price, including a copy of the mortgage valuation report part of the home report for the property.
* Evidence that your property is being actively marketed for rent, including details of who is marketing the property and how this is being carried out; and details of the rent being requested.

**Major Repairs or renovations:**

* Building Warrant or Planning Application Reference
* Builders estimates/schedule of works

**Engaging with Empty Homes Officer:**

* Name of the officer/date of first contact

**Exceptional Circumstances:**

* Documentary Evidence to support your application

**Do you need Help with this Form?**

If you have any questions regarding this application, please telephone **0300 123 0900** from 9.00am to 4.45pm Monday to Thursday & 9.00am to 4.00pm on a Friday.

**Return completed application by email to** [**council.tax@south-ayrshire.gov.uk**](mailto:council.tax@south-ayrshire.gov.uk) **(a clear photograph or scan will be accepted) or by post to South Ayrshire Council, PO Box 31, Ayr, KA7 2PL**