

# Council Tax



ABERDEEN  
CITY COUNCIL

[www.aberdeencity.gov.uk/counciltax](http://www.aberdeencity.gov.uk/counciltax)

Name .....

Address .....

.....

Postcode .....

Council Tax Account No.

## Application for Vacant and Unfurnished Property Exemption, Vacant Property Discount and Second Home Discount

**Please read this form carefully**

### Vacant and Unfurnished Property Exemption

When a property is vacant and unfurnished it may be exempt from Council Tax for a maximum period of 6 months. After the 6 month period if the property remains vacant and unfurnished it may qualify for 6 months 50% Council Tax Discount and then 10% Council Tax Discount until the property becomes occupied.

If you wish to apply for Vacant and Unfurnished Property Exemption please complete **Parts 1, 2 and 4.**

### Vacant Property Discount

When a property is vacant and furnished a 10% discount on Council Tax may be awarded.

### Second Home Discount

When a property is classed as a Second Home a 10% discount may be awarded. A Second Home is when a property is no one's sole or main residence. If your property is a purpose built holiday home or a job related dwelling you may be entitled to a 50% discount.

**Please be aware evidence may be required to confirm your second residence.**

**Please note that any award of Council Tax Discount is only applicable on the Local Authority element of the Council Tax charge and not on the water and waste water element of the Council Tax charge.**

If you wish to apply for Vacant Property Discount or Second Home Discount please complete **Parts 1, 3 and 4.**

### Part 1

Any application for Exemption or Discount must be made by the person who is liable to pay Council Tax for the property. If you wish to apply for an Exemption or Discount, please complete this form in BLOCK CAPITALS using black ink.

We may have to contact you again to provide evidence in support of your claim or with a view to arranging a visit to your property. Please provide your contact number(s) and email address in the space below.

Telephone Number .....

Mobile Number .....

Email Address .....

If you have difficulty with any part of this form or if you require further details, we would like to help you. Please contact Revenues and Benefits by telephoning the Customer Care Section on 08456 08 09 21, emailing us on [counciltax@aberdeencity.gov.uk](mailto:counciltax@aberdeencity.gov.uk) or by writing to us at the address shown overleaf.



**Part 2 - Vacant and Unfurnished Property Exemption**

Your name .....  
Your current address (Please list your address during the period the property was/is vacant).....  
.....  
Vacant property address .....  
.....  
Council Tax account number .....  
Exact date property became vacant and unfurnished .....  
Date the property will become occupied or furnished .....  
Please give details why the property is vacant and unfurnished .....  
.....  
.....

**Part 3 - Vacant Property Discount and Second Home Discount**

Your name .....  
Your current/main address (not the vacant property/second home address) .....  
.....  
Vacant property/second home address .....  
.....  
Council Tax account number .....  
Please confirm if the property is vacant and furnished, a second home, a job related dwelling or a purpose built holiday home by ticking the correct box below:

Vacant and Furnished	<input type="checkbox"/>	Job Related Dwelling	<input type="checkbox"/>
Second Home	<input type="checkbox"/>	Purpose Built Holiday Home	<input type="checkbox"/>

Date the property became vacant and furnished, a second home or job related dwelling .....  
If the property is vacant and furnished please give details .....  
.....  
Date the property will become occupied .....

**Part 4 - Declaration (To be signed by the liable person)**

I declare that the information on this application form is true and correct. I undertake to inform you of any change in circumstances as soon as the change occurs.

Signature ..... Date .....

Please note that under the National Fraud Initiative details of your claim may be compared with records within this council and other public bodies. For more information please log on to [www.audit-scotland.gov.uk/work/nfi.php](http://www.audit-scotland.gov.uk/work/nfi.php)

**Thank you for completing this form.**  
**Please return it immediately to Revenues and Benefits, Aberdeen City Council, Business Hub16,**  
**Marischal College, Broad Street, Aberdeen AB10 1AB**