

# Council Tax



www.aberdeencity.gov.uk/counciltax

Name .....

Address .....

.....

Postcode .....

Your Council Tax Account Number

.....

## Application for Altered and Repaired Property Discount and Exemption

### Please read this form carefully

When a property is vacant and uninhabitable due to alterations and repairs it may be exempt from Council Tax for a maximum period of up to 12 months from the last occupied date provided the alteration work has started. After 12 months if the property remains vacant and uninhabitable it may qualify for a further 6 months 50% discount and then 10% discount until the property becomes occupied.

If you have become the owner of an unoccupied property which is undergoing or is in need of structural alteration or major repair work to make it habitable and it is over 12 months since the property was last occupied, a 50% discount may be awarded for a period of up to 6 months from the date of purchase.

If you wish to apply for Altered and Repaired Property Discount/Exemption please complete all parts of this form.

### Part 1

Any application for Discount/Exemption must be made by the person who is liable to pay Council Tax for the property. If you wish to apply for an Discount/Exemption, 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

Your name .....

Your current address (Please list your address during the period the property was/is vacant).....

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Continued overleaf

