Application for Altered and Repaired Property Discount and Exemption

Please read this form carefully

When a property is unoccupied and uninhabitable due to structural alterations or major repairs it may be exempt from Council Tax for a maximum period of 12 months from the last occupied date provided the alteration work has started. After 12 months if the property remains unoccupied and uninhabitable, exemption will end and an additional levy of 100% Council Tax Charge will apply.

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. After 6 months if the property remains unoccupied and uninhabitable 10% discount will apply for 6 months then discount will end and a additional levy of 100% Council Tax charge will apply.

Please note that the 10% Discount, 50% Discount and the additional Levy of 100% Council Tax charge does not apply to Water Supply and Waste Water charges.

A visit to your property may be undertaken.

Examples of work which would qualify:
• Major roof repairs leaving the property open to the elements;
• Major repairs to the external walls leaving the property open to the elements;
• Removal of floorboards in the majority, or all of the property;
• Where a property is totally gutted, and is in effect a shell.

Examples of work which would not qualify:
• Replacement of kitchen/bathroom;
• Removal of internal dividing walls, which are not load bearing, and form part of the main structure of the property;
• Installation of central heating or other heating systems;
• Removal of floorboards in perhaps one or two rooms, but the remainder of the house is habitable;
• Replacement of windows;
• Minor roof repairs;
• General Redecoration.

The application for Discount/Exemption must be made by the person who is liable to pay Council Tax for the property.

Vacant property address ...................................................................................................................................................
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Council Tax Reference number ........................................................................................................................................
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Date repairs/alterations started ........................................................................................................................................
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Date repairs/alterations will end ........................................................................................................................................
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Date you purchased the vacant property ..........................................................................................................................
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Please give details of the repairs or alterations - please provide as much information as possible
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Please read the following carefully and sign the declaration below.

Your data
We collect and maintain information about you for Council Tax, Water and Waste Water purposes in line with the Local Government Finance Act 1992. We share information with the DWP, HMRC, Sheriff Officers and a variety of other organisations all as allowed by law. This information is used across the Council, to ensure that we keep your name and address details accurate and up to date.

National Fraud Initiative
We have a duty to protect the public funds we administer. We will use the information you provide on our forms to help prevent and detect fraud. We will also share this information, for these purposes, with other organisations responsible for auditing or administering public funds.

More information about how we use and manage your information is available on our website at: www.aberdeencity.gov.uk/services/council-tax/data-protection-council-tax. This page also has links to further information about your rights, and who to contact if you have a complaint about how we use your data.

If you have difficulty with any part of this form or if you require further details, please telephone Customer Services on 03000 200 292 (lines are open Monday to Friday 8am-6pm), email us on counciltax@aberdeencity.gov.uk or write to us at the address below.

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 Revenues and Benefits of any change in circumstances as soon as the change occurs.

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

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

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