

Our Ref. REV-18-0270  
Contact Information Compliance Team  
Email [foienquiries@aberdeencity.gov.uk](mailto:foienquiries@aberdeencity.gov.uk)  
Direct Dial 01224 522166



**ABERDEEN**  
CITY COUNCIL

4 May 2018



Information Compliance Team  
**Customer Feedback**  
Customer Experience  
Aberdeen City Council  
Marischal College  
3<sup>rd</sup> Floor North  
Business Hub 17  
ABERDEEN  
AB10 1AB

Tel 03000 200 292  
Minicom 01224 522381  
DX 529451, Aberdeen 9  
[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Dear 

### **Environmental Information (Scotland) Regulations 2004**

REV-18-0270 – 15 High Street

I refer to your letter requesting that Aberdeen City Council (ACC) review its handling of your request.

Please find below the Review decision.

Upon receiving your letter, the Information Compliance Team contacted the relevant Information Management Liaison Officer and asked that they undertake a further search for information held by Aberdeen City Council which falls within the scope of your request. The Information Management Liaison Officer contacted the relevant teams. Please see below the outcome of that search:

**1) On 15th June 2000, a letter from the Housing Dept of Aberdeen University advised the Council that Council Tax bill(s) for 15 High Street were being paid by BACS, and enclosed copies of the bill(s). We have not received the copy or copies of those Council Tax bills, which would relate to 1999/2000 and maybe 2000/2001.**

Council Tax billing documentation from the Processing System prior to 14 March 2011 has been deleted as per system requirements.

ACC is unable to provide you with information on **Council Tax bills prior to 14 March 2011** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

**2) We have not received a copy of the Council Tax bill sent to the University in 2001, to which the University replied on 4th April 2001 (It may be ref. A/C 21024091).**

Council Tax billing documentation from the Processing System prior to 14 March 2011 has been deleted as per system requirements.

ANDY MACDONALD  
DIRECTOR



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ACC is unable to provide you with information on **Council Tax bills prior to 14 March 2011** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

**3) We have not been provided with copies of the Council Tax "Exemption Reviews" which were missing from the information sent to us. Those missing are Reviews issued to the University in 1999,2000,2001,2002,2008,2011,2012,2013,2014,2015,2016,2017 and 2018.**

Council Tax Review documentation prior to 14 March 2011 has been deleted as per system requirements, Review 25/03/11 and Review Reminder 23/05/11 are attached. These are the only review documents issued from 2011. There are no review documents for 2012-2018.

ACC is unable to provide you with information on **Council Tax reviews prior to 14 March 2011 and Council Tax reviews 2012-2018** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

**4) In a letter to the Council Tax Dept of 29th June 2001, the Estates Dept of the University asked for exemption on the grounds of a wider regeneration project, with "reconstruction informally discussed with the Council's Planning Section". Surely the Council Tax Dept will have checked with the Planning Section as to whether this claim was true, and obtained details of exactly what was proposed, and what the Planning Section had agreed to in principle. We require all records of this correspondence and discussion, or memos or reports.**

There is no record held by ACC of contact being made with the Planning Department by the Council Tax department in relation to this.

ACC is unable to provide you with information on **records of this correspondence and discussion, or memos or reports** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

**5) In a telephone call to the University of 25th July 2001, an officer in the Council Tax Dept agreed to an Exemption for 15 High Street. If they were senior enough to give this, on the basis of a telephone call, we think the Council should release their name.**

This officer is below Head of Service level and ACC does not have consent to release their name into the public domain. ACC also considers that there is no legitimate reason to release this information into the public domain at this time. As such, ACC upholds the application of Section 38(1)(b) in conjunction with 38(2)(a)(i) to this information.

**Also, we think there might be missing Council documents following this call, which give a written justification for the exemption. In that same record of a telephone call on 25th July 2001, there is a reference to "LCCA 07/05/2001 on R2". We should have received a copy of this document, and please could you explain what "LCCA" and "R2" mean?**

R2 was a previous Council Tax Document Handling System and an LCCA was a document type on that system, the system and documents no longer exist.

Please see document sent dated 04/04/2001 from Aberdeen University, the creation date with Aberdeen City was 07/05/2001 on R2 (previous Council Tax Document Handling System). There is no other document held.

ACC is unable to provide you with information on **LCCA 07/05/2001 on R2** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC hereby gives notice that this information is not held by it.

**6) On the back of the copy (sent to us from FOI) of the University's letter to the Council Tax Dept on 19th June 2001, "Note 1" mentions that the Council will be sending a letter enclosing a copy of "LCCA 2116/01 ". We have not been sent a copy of that document.**

LCCA 21/6/01 is the letter from the Grampian Valuation Joint Board dated 20/06/01 that was sent in previous FOI, 21/06/01 is the date the document was received by the Council Tax office.

Please also see enclosed additional information found by the Service which seem to have been missed in our initial response.

Yours sincerely,

Grant Webster  
On behalf of Review Panel Clerk

## **FURTHER INFORMATION**

If you are not satisfied with the outcome of your request for an internal review, you can apply directly to the Office of the Scottish Information Commissioner (OSIC) for a decision. Generally, OSIC cannot make a decision unless you have been through the ACC's review procedure. To make an application to OSIC, please write or email OSIC at:

The Office of the Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
[www.itspublicknowledge.info](http://www.itspublicknowledge.info)

An application to OSIC must be made in writing within six months of receipt of ACC's Review Decision Notice. When applying to OSIC for a decision you should give your name and address for correspondence. Please note that OSIC will not be able to investigate if you have not used your real name to make your information request. You must also specify:

- which request for information your requirement for review relates to
- the reason that you asked ACC to carry out a review of your request
- the reason why you are not satisfied with ACC's review outcome decision

The Commissioner will contact ACC and invite its comments on your application. Thereafter (if no settlement has meantime been reached), the Commissioner must reach a decision within 4 months of receiving your application, or within such other period as is reasonable. You will receive written notice of the outcome of the Commissioner's decision.

**Should you wish to appeal against the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only. Any such appeal must be made within 42 days after the date of the decision has been issued.**

Council Tax Ref: 21024091

Date of Issue 25.03.2011

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There is no-one living in it as there are lawful restrictions which prevent it from being occupied.

Council Tax Ref: 21024091

Date of Issue 23.05.2011

---

There is no-one living in it as there are lawful restrictions which prevent it from being occupied.

Council Tax Ref: 21024091

Date of Issue 25.04.2018

We have worked out your Council Tax from the information shown below. The amount you are charged depends on the valuation band in which your property lies. Your Council Tax may be reduced if you get a discount, an exemption for part of the year or Council Tax Reduction.

The amount you owe on this bill is: £4750.52

You can pay this amount as follows :-

one instalment of £475.52 due on 1 June 2018 and nine equal instalments of £475.00 due on the 1st of each month from 1 July 2018 to 1 March 2019.

Annual Charge 2018/2019

Band F	Council Tax £2059.36	Water £292.37	Sewerage £339.43	Total £2691.16
--------	----------------------	---------------	------------------	----------------

Council Tax payable for the period 01.04.2018 to 31.03.2019 £2691.16

Plus 100.00% long term empty premium £2059.36

-----  
AMOUNT YOU OWE £4750.52

Council Tax Ref: 21024091

Date of Issue 15.03.2018

---

This notice confirms your interest in the property from 01 Apr 2018 to 31 Mar 2019.

You do not currently have to pay any Council Tax for this property because there are limits on it which prevent the property from being lived in.

Band F      Council Tax £2059.36      Water £292.37      Sewerage £339.43

Council Tax Ref: 21024091

Date of Issue 08.03.2017

---

This notice confirms your interest in the property from 01 Apr 2017 to 31 Mar 2018.

You do not currently have to pay any Council Tax for this property because there are limits on it which prevent the property from being lived in.

Band F Council Tax £1777.23 Water £287.82 Sewerage £334.10

Council Tax Ref: 21024091

Date of Issue 10.03.2016

---

This notice confirms your interest in the property from 01 Apr 2016 to 31 Mar 2017.

You do not currently have to pay any Council Tax for this property because there are limits on it which prevent the property from being lived in.

Band F Council Tax £1777.23 Water £283.40 Sewerage £328.90

Council Tax Ref: 21024091

Date of Issue 09.03.2015

---

This notice confirms your interest in the property from 01 Apr 2015 to 31 Mar 2016.

You do not currently have to pay any Council Tax for this property because there are limits on it which prevent the property from being lived in.

Band F      Council Tax £1777.23      Water £278.98      Sewerage £323.83

Council Tax Ref: 21024091

Date of Issue 11.03.2014

---

This notice confirms your interest in the property from 01 Apr 2014 to 31 Mar 2015.

- You do not currently have to pay any Council Tax for this property because there are limits on it which prevent the property from being lived in.

Band F Council Tax £1777.23 Water £274.69 Sewerage £318.76

**Council Tax Ref: 21024091**

**Date of Issue 08.03.2013**

---

**This notice confirms your interest in the property from 01 Apr 2013 to 31 Mar 2014.**

**You do not currently have to pay any Council Tax for this property because there are limits on it which prevent the property from being lived in.**

**Band F Council Tax £1777.23 Water £270.40 Sewerage £313.82**

Council Tax Ref: 21024091

Date of Issue 09.03.2012

---

This notice confirms your interest in the property from 01 Apr 2012 to 31 Mar 2013.

You do not currently have to pay any Council Tax for this property because there are limits on it which prevent the property from being lived in.

Band F Council Tax £1777.23 Water £263.12 Sewerage £305.37

Council Tax Ref: 21024091

Date of Issue 14.03.2011

---

This notice confirms your interest in the property from 01 Apr 2011 to 31 Mar 2012.

You do not currently have to pay any Council Tax for this property because there are limits on it which prevent the property from being lived in.

Band F Council Tax £1777.23 Water £263.12 Sewerage £305.37

Our Ref. FOI-18-0270  
Contact Information Compliance Team  
Email [foienquiries@aberdeencity.gov.uk](mailto:foienquiries@aberdeencity.gov.uk)  
Direct Dial 01224 522166



## ABERDEEN CITY COUNCIL

27 March 2018

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Information Compliance Team  
**Customer Services**  
Corporate Governance  
Aberdeen City Council  
Marischal College  
3<sup>rd</sup> Floor North  
Business Hub 17  
ABERDEEN  
AB10 1AQ

Tel 03000 200 292  
Minicom 01224 522381  
DX 529451, Aberdeen 9  
[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Dear [REDACTED]

### **Freedom of Information (Scotland) Act 2002**

FOI-18-0270 – 15 High Street

Thank you for your letter of 15 March 2018 which we received on 16 March 2018.

Please see below the full text which was incomplete on the original document.

**Note 1:**

Contact the Univ and ascertain if the info detailed in the letter was as was when the prop was vacated. If so apply proh by law Exem from app date. Alsi write to Asess dept with a copy of letter as may wish to Temp remove from tax

**Note 2:**

EXEMPTION AWARDED, REFUND REQUESTED AND LETTER WRITTEN CONFIRMING THIS.ASSASSOR DEPT AWARE OF THIS PROPERTY ALREADY.

**Note 3:**

THEY HAVE HAD 10 EXEMPTION SINCE LAST OCCUPANT MOVED OUT 4/6/99 AND THEN VP DISC. CAN WE GIVE THEM EXEMPTION BASED ON THIS EVID AND IF SO FROM WHAT DATE. WOULD IT COME UNDER PROHIBITED BY LAW

We hope this helps with your request.

Yours sincerely,

Grant Webster  
Information Compliance Officer

ANGELA SCOTT  
CHIEF EXECUTIVE



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## **INFORMATION ABOUT THE HANDLING OF YOUR REQUEST**

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

Our Ref. FOI-18-0270  
Contact Information Compliance Team  
Email [foienquiries@aberdeencity.gov.uk](mailto:foienquiries@aberdeencity.gov.uk)  
Direct Dial 01224 522166



## ABERDEEN CITY COUNCIL

08 March 2018

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Information Compliance Team  
**Customer Services**  
Corporate Governance  
Aberdeen City Council  
Marischal College  
3<sup>rd</sup> Floor North  
Business Hub 17  
ABERDEEN  
AB10 1AQ

Tel 03000 200 292  
Minicom 01224 522381  
DX 529451, Aberdeen 9  
[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

Dear [REDACTED]

### **Freedom of Information (Scotland) Act 2002**

FOI-18-0270 – 15 High Street

Thank you for your information request of 08 February 2018. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

**Please supply copies of all recorded information relation to Council Tax Charges and Payments with regard to no. 15, High Street, Old Aberdeen since 1995 up to 08 February 2018 excluding the correspondence with Old Aberdeen Heritage Society but including all correspondence to and from University of Aberdeen (as the owner of the building) or with any of their representative or anyone acting in their interests.**

Please find enclosed the documents for 15 High Street since Aberdeen University has become liable for Council Tax.

ACC is unable to provide you with the names of third parties (and ACC officers below Head of Service level) as this may lead to the identification of individuals and breach their rights under the data Protection Act 1998. In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby gives notice that we are refusing your request under the terms of Section 38(1)(b) in conjunction with Section 38(2)(a)(i) – Personal Information - of the FOISA.

In making this decision ACC considered the following points:

ACC is of the opinion that Section 38(1)(b) applies to the information specified above as the information in question is personal information relating to living individuals, and the applicant is not the data subject.

ACC is of the opinion that Section 38(2)(a)(i) applies, as ACC considers that disclosure of this information would be a breach of the first Data Protection Principle (that personal information must be processed fairly and lawfully). Third parties and ACC Officers who are below Head of Service level named within the attached documents would not expect ACC to release this information about them into the public domain under the Freedom of Information (Scotland) Act 2002 (FOISA).

ANGELA SCOTT  
CHIEF EXECUTIVE



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**Please provide copies of records with show the exact date on which the house ceased to be occupied. The tenant left in the late 1990s and University would at that point, have assumed responsibility for paying Council tax. Please also provide any exemption applied for and/or granted following this transition right up to the present day, 08 February 2018.**

Please find enclosed the documents. The property became empty on 04 June 1999.

ACC is unable to provide you with the names of third parties (and ACC officers below Head of Service level) as this may lead to the identification of individuals and breach their rights under the data Protection Act 1998. In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby gives notice that we are refusing your request under the terms of Section 38(1)(b) in conjunction with Section 38(2)(a)(i) – Personal Information - of the FOISA.

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**Please provide all recorded information showing amounts actually charged by the Council and amounts actually paid ad also any information regarding requests or agreements for deferral or special treatment of the case.**

The property has been exempt from Council Tax since it became vacant, therefore, no payments have been made.

We hope this helps with your request.

Yours sincerely,

Salomeh Kheyri Rad  
Information Compliance Officer

#### **INFORMATION ABOUT THE HANDLING OF YOUR REQUEST**

ACC handled your request for information in accordance with the provisions of the Freedom of Information (Scotland) Act 2002. Please refer to the attached PDF for more information about your rights under FOISA.

AB11 6HA

Dear Sir/Madam

  
15 High Street, Aberdeen – Reference No 21024091 - £847.18

Please find attached copies of the council tax bills for the above properties. Payment for these will be made by BACS directly into Aberdeen City Council's bank account on 16 June 2000.

We usually arrange for these bills to be paid by cheque to eliminate any confusion arising from the payment of multiple bills, unfortunately our request was overlooked by the Finance Department and has been paid directly by BACS.

Please accept our apologies for any inconvenience this may cause.

Yours faithfully



  
Acting Executive Officer (Housing)

Direct Tel: 01224   
Email: @abdn.ac.uk

Encs





Senior Revenues Officer,  
Finance Department,  
27-29 Crown Street,  
ABERDEEN.  
AB9 1BZ

A/C 21024091

For the attention of 

Dear Madam,

Note 2

Staff Accommodation – 15 High Street

The above property has been vacant since May 1999 and the opinion of the University is that the property is uninhabitable.

The University would wish to claim 100% exemption from payment for this rating year.

Yours faithfully,



AP

  
Executive Officer (Housing)

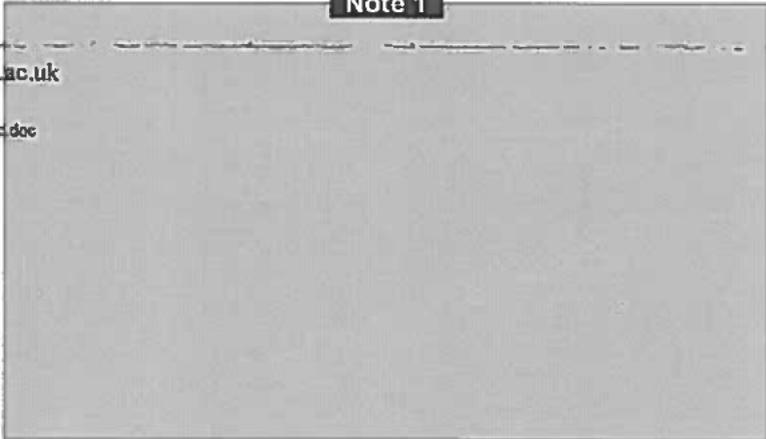
Note 1

Direct Tel: 01224. 

Email: @abdn.ac.uk

WAC/LMC(s:housing/standard)Cou-Tax.doc

Mishra-Cou-03



Notes for Page 1

Note 1  
27/04/2001

[REDACTED]

LETTER TO ASSESOR AND LETTER TO UNI TELLING THEM I'VE SENT LETTER TO ASSESSOR

[REDACTED]

30/05/2001

[REDACTED]

THIS SHOULD BE IN [REDACTED] PENDING TRAY

Note 2  
30/05/2001

[REDACTED]

letter send refusing exemption copy on i drive

  
Westburn Road  
Aberdeen  
AB16 5GE

Dear Sirs,

**COUNCIL TAX : UNIVERSITY OF ABERDEEN STAFF ACCOMMODATION  
15, HIGH STREET, ABERDEEN AB24 3EE.**

---

I have received notification from the Department of Facilities Management at Aberdeen University, that the above property has been empty since May 1999 and they believe the property to be uninhabitable ( copy enclosed ).

I would be grateful if you could investigate this matter and inform me of the outcome.

Should you require any further information, please do not hesitate to contact the Customer Contact Section at Crown House, 27/29, Crown Street, Aberdeen AB11 6BZ or telephone on 01224 346789.

Yours sincerely

  
  
Team Leader

Enc:





<b>Home telephone :</b>		<b>Work telephone :</b>	
<b>CTAX ref :</b> 21024091	<b>Radius ref :</b>	<b>First Housing ref :</b>	<b>HBIS ref :</b>
<b>Property ref :</b> 00000000430334			
<b>Customer Query :</b> CALL FROM ASSESSOR - HE HAS REC'D LETTER BUT IS OF THE OPINION THAT THIS IS A CLAIM FOR VACANT PROPERTY/ ALTERED REPAIRED. HE WILL STILL VISIT IF NEEDED BUT THINKS PROPERTY WOULD REMAIN ON VALUATION ROLE.  PLEASE CALL BACK ON EXT  TO DECIDE IF VISIT BY ASSESSOR IS REQUIRED.			
<b>Action taken/required:</b>			



[REDACTED]

[REDACTED]

University Office, King's College  
Aberdeen  
AB24 3FX

Dear [REDACTED]

**COUNCIL TAX**  
**University of Aberdeen Staff Accommodation**  
**15, High Street, Aberdeen AB24 3EE.**

---

Thank you for your letter dated 4 April 2001 and I apologise for the delay in replying.

I have passed a copy of our letter to the Grampian Joint Valuation Board in order to ascertain if the property should be removed from Council Tax Register and I will notify you shortly of their decision.

Should you require any further information, please do not hesitate to contact the Customer Contact Section at Crown House, 27/29, Crown Street, Aberdeen AB11 6BZ or telephone on 01224 346789.

Yours sincerely

[REDACTED]

Team Leader



[REDACTED]

Department of Facilities Management  
Property Development Division  
University Office, King's College  
Aberdeen  
AB24 3FX

Dear [REDACTED]

**COUNCIL TAX**  
**UNIVERSITY OF ABERDEEN STAFF ACCOMMODATION**  
**15, HIGH STREET, ABERDEEN AB24 3EE.**

Further to your letter dated 4 April 2001.

I am unable to award exemption at the above address as the maximum period for exemption is six months and this property has been awarded exemption for the period 4 June 1999 until 4 December 1999. After the period of exemption ends the only reduction is vacant property discount of 50% and this has been applied to the account from 4 December to date.

Should you require any further information, please do not hesitate to contact the Customer Contact Section at Crown House, 27/29, Crown Street, Aberdeen AB11 6BZ or telephone on 01224 346789.

Yours sincerely

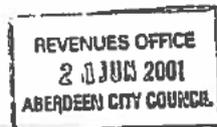
[REDACTED]  
Team Leader



[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Director of Finance  
Council Tax Customer Care Section  
Finance and ICT Department  
Aberdeen City Council  
Crown House  
27-29 Crown Street  
ABERDEEN  
AB11 6HA

A A McConochie FRICS IRRV  
Assessor and Electoral Registration Officer  
Phone (01224) 664360 Fax (01224) 664361  
E-mail assessor@grampian-vjb.gov.uk  
~~DX 526100 ABERDEEN 5~~



Dear Sir

**COUNCIL TAX  
15 HIGH STREET, ABERDEEN  
PROPERTY REFERENCE 0043033**

I refer to your letter of 28 May 2001 regarding the above.

A member of my staff has now inspected the above property and I can advise you that I am satisfied that it is still a dwelling and accordingly should remain on the Council Tax Valuation List.

I can also advise you that there is no provision in the Local Government Finance Act 1992, or in the Regulations made under it, which provides for the exclusion of a dwelling from the Valuation List on the basis that it is unsuitable for occupation. In these circumstances I cannot advise you whether I consider the dwelling to be inhabitable or not.

I trust this explains my position.

Yours faithfully

[REDACTED]

Assessor



Crown House  
27-29 Crown Street  
ABERDEEN  
AB11 6HA



Dear Madam

**COUNCIL TAX  
UNIVERSITY OF ABERDEEN STAFF ACCOMMODATION  
15 HIGH STREET, ABERDEEN AB24 3EE**

Further to your letter of 15 June 2001, I wish to advise that I have since been in contact with the Grampian Assessors Board regarding the above property.

In my opinion the property at 15 High Street is uninhabitable and until this matter is resolved, I wish to have the account for the above address put on hold.

Yours faithfully



Director of Property Development  
Direct Tel: 01224 [REDACTED]  
Email: [REDACTED]@admin.abdn.ac.uk

AMD/>(s:ad)>



THE QUEEN'S  
ANNIVERSARY PRIZES  
FOR HIGHER AND FURTHER EDUCATION  
2000

Notes for Page 1

Note 1

05/07/2001



LETTER TO BE SENT ENCLOSING A COPY OF LCCA 21/6/01

[REDACTED]

Finance and Tax Department  
Crown House  
27-29 Crown Street  
ABERDEEN  
AB11 6HA

Dear Sir

**COUNCIL TAX  
UNIVERSITY OF ABERDEEN STAFF ACCOMMODATION  
15 HIGH STREET**

I refer to my letter of 4 April 2001 in connection with the above and our recent request that this property to be either removed from the Council Tax roll or be granted exemption.

This property is intended to form part of a wider regeneration project for this location in Old Aberdeen and its reconstruction has been informally discussed with the Councils Planning section.

In the meantime the property is not capable of legal occupation for a number of reasons relating to habitation standards. Not least of these is the condition of the electric circuits of the premises which have failed to meet the minimum legal standards for this type of property. I enclose a copy of the last inspection report for your information.

This property has now been vacant due to its condition since 31 May 1999 and I would request that the University is refunded for previous payments and excluded for future purposes.

Yours faithfully

[REDACTED]

Director of Property Development  
Direct Tel: 01224 [REDACTED]  
Email: [REDACTED]@admin.abdn.ac.uk

AMD/>(s:ad)>



THE QUEEN'S  
ANNIVERSARY PRIZES  
FOR HIGHER AND FURTHER EDUCATION  
2000

Notes for Page 1

[REDACTED]  
24/07/2001  
[REDACTED]

Contact the Univ and ascertain if the info detailed in the letter was as was when the prop was vacated. If so app  
EXEMPTION

25/07/2001  
[REDACTED]

EXEMPTION AWARDED, REFUND REQUESTED AND LETTER WRITTEN CONFIRMING THIS.ASSESSOR DEPT AWAF

[REDACTED]  
24/07/2001  
[REDACTED]

THEY HAVE HAD 10 EXEMPTION SINCE LAST OCCUPANT MOVED OUT 4/6/99 AND THEN VP DISC. CAN WE GIV

UNIVERSITY OFFICE,  
Kings College,  
Aberdeen,  
AB24 3FX.

Old Aberdeen.

Dear Sirs,

Regarding the inspection of circuits and switchgear at above address, I would advise that the property in question does not meet the requirements of BS 7671 ( As amended ) and is in a poor state of repair. I would also recommend that the local electricity supplier withdraw the main fuses from the electrical supply to ensure the safety of the building.

Yours faithfully,



Clark Electrical.

RECEIVED BY  
6 JUL 2001  
UNIVERSITY OFFICE



[REDACTED]

Property Development Division  
University Office, Kings College  
Aberdeen  
AB24 3FX

Dear [REDACTED]

**COUNCIL TAX  
15 HIGH STREET, ABERDEEN**

I refer to your letter dated 20 June 2001 regarding the above property.

I have now heard from the Grampian Valuation Joint Board and enclose a copy of their reply for your information.

As you will see the Grampian Valuation Joint Board consider the property should remain as a dwelling and therefore cannot be removed from Council Tax records.

Should you require any further information, please do not hesitate to contact the Customer Care Section at Crown House, 27/29 Crown Street, Aberdeen AB11 6HA or by telephone on 01224 346789.

Yours sincerely

[REDACTED]

Team Leader

Enc





<b>Home telephone :</b>		<b>Work telephone :</b>	
<b>CTAX ref :</b> 21024091	<b>Radius ref :</b>	<b>First Housing ref :</b>	<b>HBIS ref :</b>
<b>Property ref :</b> 00000000430334			
<b>Customer Query :SPOKE TO [REDACTED] RE EXEMPTION SEE LCCA 07/05/2001 ON R2. SHE CONFIRMED THAT THE PROPERTY HAS BEEN HAS BEEN IN A BAD STATE SINCE BEFORE THE LAST OCCUPANT MOVED OUT. [REDACTED] LEASE MEANT THAT UNIVERSITY COULD NOT FORCE HIM TO MOVE OUT ALTHOUGH THE PROPERTY WAS IN A POOR STATE. ELECTRICS HAVE BEEN IN THEIR CURRENT STATE THROUGHOUT THE PERIOD. THE WHOLE AREA IS GONG TO BE REDEVELOPED AND ONLY THE FRONTAGE WOULD BE RETAINED. I HAVE AGREED TO AWARD 15 EXEMPTION WEF 4/6/99 WHEN [REDACTED] MOVED OUT</b>			
<b>Action taken/required:</b>			



is there an outstanding debt on RADIOS? / NO (delete as appropriate)	
Customer's Name and Postal Address :	University Of Aberdeen Edilis and Lands University Office Regent Walk Aberdeen  AB9 1FX
Solicitor's Reference (If applicable)* :	for 15 high street aberdeen (*If cheque is to be made to a solicitor their reference number should be included here to ease identification.)
Does the customer have a Bank Account?	YES / (delete as appropriate)
Refund Amount :	£1114.07
Reason Code :	2
Additional Information :	
Completed by :	██████████
Authorised by Senior :	
<b>COLLECTION USE ONLY</b>	
Input date :	
Batch Number :	
Input by :	
TO ACCOUNTS PROCESSING:	
Please make this cheque payable to CASH and return to ██████████ Crown House.	
Signed :	
Team Leader, Revenues, Finance	
List of Reason Codes:	
1 - Discount	6 - Property Change
2 - Exemption	7 - Overpayment
3 - Benefit	8 - Duplicate Payment
4 - CTRS	9 - Other
5 - Change of Address	



FINANCE AND TAX DEPARTMENT  
Crown House  
27-29 Crown Street  
ABERDEEN  
AB11 6HA

Dear Sir

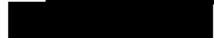
**COUNCIL TAX  
15 HIGH STREET, ABERDEEN**

I refer to your letter of 12 July 2001 which appears to have crossed with my correspondence to you of 29 June 2001 in this relation.

I would be grateful if this matter could again be referred to the Grampian Valuation Joint Board and the context of my letter of 29 June 2001 brought to their attention as I consider it to be subject to the proper outcome of this matter.

In the meantime I will hold the outstanding bill in dispute pending your reply.

Yours faithfully

  
PP   
Director of Property Development  
Direct Tel: 01224   
Email: @admin.abdn.ac.uk

AMD/>(s.ad)>



THE QUEEN'S  
ANNIVERSARY PRIZES  
FOR HIGHER AND FURTHER EDUCATION

2000



[REDACTED]

[REDACTED]

King's College  
Aberdeen  
AB24 3FX

Dear [REDACTED]

**COUNCIL TAX**  
**15 HIGH STREET, ABERDEEN AB24 3EE**

---

Thank you for your letter dated 29 June 2001 regarding exemption for the above property.

I can advise that having taken regard to the situation with this property I have awarded full exemption. This has resulted in a credit balance on the account of £1,114.07 and a cheque for this amount will be issued in due course.

Should you require any further information, please do not hesitate to contact the Customer Care Section at Crown House, 27/29 Crown Street, Aberdeen AB11 6HA or by telephone on 01224 346789.

Yours sincerely

[REDACTED]  
Senior Customer Contact Officer



- 4 -  
CROWN HOUSE

Property No. 00000000430334  
Account No. 21024091  
Date Of Issue: 25/03/2003

## COUNCIL TAX - EXEMPTION REVIEW

### Please read this form carefully

This form has been issued to you in order to review the current property exemption shown below  
There is no-one living in it as there are lawful restrictions which prevent it from being occupied.

**NOTE: Changes such as the property now being occupied or habitable will affect any exemption. If there have been any such changes, please give details and any relevant dates below. If there has been no change to the above please state NO CHANGE and sign the declaration below.**

Details of changes to property NO CHANGE

### Information for executors

If the Council Tax liability for the property is to be met from the estate of a deceased person, exemption has been given until grant of confirmation to the estate is made. Once a grant of confirmation has been made by the Sheriff Court exemption will be granted for a further period not exceeding 6 months.

Please give the date of grant of confirmation

If no grant of confirmation has been obtained please inform this office **IN WRITING** as soon as this is made.

We may have to contact you again to provide evidence in support of your property exemption or with a view to arranging a visit to your property. It would be helpful if we could contact you by telephone. If you have a contact telephone number, please write your number in the box below:



This form has been designed to be easy to understand and simple to complete. If you have difficulty with any part of the form or require further details, we would like to help you. Please contact Crown House, any local Council Office or telephone the Council Tax Customer Care Section on: **(01224) 346789**

### Declaration

The information that I have given is true and correct. I will tell you at once in writing of any change to the information as soon as the change occurs

Signature  Date 31/03/03

Thank you for completing this form. Please return it within 21 days in the envelope provided.

CTEXR



AB24 3FX

Property No. AB24 JEE  
Account No. 0000000430334  
Date Of Issue: 21024091  
28/01/2005

## COUNCIL TAX - EXEMPTION REVIEW

### Please read this form carefully

This form has been issued to you in order to review the current property exemption shown below

There is no-one living in it as there are lawful restrictions which prevent it from being occupied.

**NOTE: Changes such as the property now being occupied or habitable will affect any exemption. If there have been any such changes, please give details and any relevant dates below. If there has been no change to the above please state NO CHANGE and sign the declaration below.**

Details of changes to property NO CHANGE

### Information for executors

If the Council Tax liability for the property is to be met from the estate of a deceased person, exemption has been given until grant of confirmation to the estate is made. Once a grant of confirmation has been made by the Sheriff Court exemption will be granted for a further period not exceeding 6 months.

Please give the date of grant of confirmation \_\_\_\_\_

If no grant of confirmation has been obtained please inform this office **IN WRITING** as soon as this is made.

We may have to contact you again to provide evidence in support of your property exemption or with a view to arranging a visit to your property. It would be helpful if we could contact you by telephone. If you have a contact telephone number, please write your number in the box below:

01224 [REDACTED]

This form has been designed to be easy to understand and simple to complete. If you have difficulty with any part of the form or require further details, we would like to help you. Please contact Crown House, any local Council Office or telephone the Council Tax Customer Care Section on: **(01224) 346789**

### Declaration

The information that I have given is true and correct. I will tell you at once in writing of any change to the information as soon as the change occurs.

Signature \_\_\_\_\_

Date 03/02/05

Thank you for completing this form. Please return it within 21 days in the envelope provided.

CTEXR



13 FEB 2006

CROWN HOUSE

Property No. 00000000430334  
Account No. 21024091  
Date Of Issue: 03/02/2006

## COUNCIL TAX - EXEMPTION REVIEW

Please read this form carefully

This form has been issued to you in order to review the current property exemption shown below

There is no-one living in it as there are lawful restrictions which prevent it from being occupied.

**NOTE: Changes such as the property now being occupied or habitable will affect any exemption. If there have been any such changes, please give details and any relevant dates below. If there has been no change to the above please state NO CHANGE and sign the declaration below.**

Details of changes to property

### Information for executors

If the Council Tax liability for the property is to be met from the estate of a deceased person, exemption has been given until grant of confirmation to the estate is made. Once a grant of confirmation has been made by the Sheriff Court exemption will be granted for a further period not exceeding 6 months.

Please give the date of grant of confirmation

If no grant of confirmation has been obtained please inform this office **IN WRITING** as soon as this is made.

We may have to contact you again to provide evidence in support of your property exemption or with a view to arranging a visit to your property. It would be helpful if we could contact you by telephone. If you have a contact telephone number, please write your number in the box below:

This form has been designed to be easy to understand and simple to complete. If you have difficulty with any part of the form or require further details, we would like to help you. Please contact Crown House, any local Council Office or telephone the Council Tax Customer Care Section on: **(01224) 346789**

### Declaration

The information that I have given is true and correct. I will tell you at once in writing of any change to the information as soon as the change occurs.

Signature

[Redacted Signature]

Date

03-02-06

Thank you for completing this form. Please return it within 21 days in the envelope provided.

CTEXR





Name of College/University:	The University of Aberdeen
CTAX Reference :	21024091









<b>Home telephone :</b>		<b>Work telephone :</b>
<b>CTAX ref :</b> 21024091	<b>Property ref :</b> 00000000430334	<b>Benefit Claim ref:</b> 0  <b>Community Charge Reference:</b>
<b>Customer Query :</b> As per report, went to visit property to see if it still qualified for the exemption. Still no-one living there so exemption still applies.		
<b>Action taken/required:</b>		



Property No. 00000000430334  
Account No. 21024091  
Date Of Issue: 09/03/2009

## COUNCIL TAX - EXEMPTION REVIEW

### Please read this form carefully

This form has been issued to you in order to review the current property exemption shown below.  
There is no-one living in it as there are lawful restrictions which prevent it from being occupied.

**NOTE: Changes such as the property now being occupied or habitable will affect any exemption. If there have been any such changes, please give details and any relevant dates below. If there has been no change to the above please state NO CHANGE and sign the declaration below.**

Details of changes to property: NO CHANGE

### Information for executors

If the Council Tax liability for the property is to be met from the estate of a deceased person, exemption has been given until grant of confirmation to the estate is made. Once a grant of confirmation has been made by the Sheriff Court exemption will be granted for a further period not exceeding 6 months.

Please give the date of grant of confirmation: \_\_\_\_\_

If no grant of confirmation has been obtained please inform this office **IN WRITING** as soon as this is made.

We may have to contact you again to provide evidence in support of your property exemption or with a view to arranging a visit to your property. It would be helpful if we could contact you by telephone. If you have a contact telephone number, please write your number in the box below:

01229 [REDACTED]

This form has been designed to be easy to understand and simple to complete. If you have difficulty with any part of the form or require further details, we would like to help you. Please contact Crown House, any local Council Office or telephone the Council Tax Customer Care Section on **08456 080921**.

### Declaration

The information that I have given is true and correct. I will tell you at once in writing of any change to the information as soon as the change occurs.

Signature: [REDACTED]

Date: 15/3/09

Thank you for completing this form. Please return it within 21 days in the envelope provided.

CTEXR



AB24 3-A

ABERDEEN CITY  
COUNCIL  
2 JUN 2011

Property No. 0000000430334  
Account No. 21024091  
Date Of Issue: 23/05/2011

### COUNCIL TAX - EXEMPTION REVIEW REMINDER

#### Please read this form carefully

This Reminder has been sent to you as we have no record of the original Exemption Review form being returned. If this Reminder is not returned **within 14 days** it may lead to your exemption being cancelled and a revised bill being issued. If you have returned the Exemption Review form recently please ignore this reminder. The current property exemption is shown below.

There is no-one living in it as there are lawful restrictions which prevent it from being occupied.

**NOTE: Changes such as the property now being occupied or habitable will affect any exemption. If there have been any such changes please give details and any relevant dates below. If there has been no change to the above please state NO CHANGE and sign the declaration below.**

Details of changes to the property THIS PROPERTY IS BEING USED AS A STORE ROOM ONLY - NO ONE LIVING AT THE PROPERTY

#### Information for executors

If the Council tax liability for the property is to be met from the estate of a deceased person, exemption has been given until grant of confirmation to the estate is made. Once a grant of confirmation has been made by the Sheriff Court exemption will be granted for a further period not exceeding 6 months.

Please give the date of grant of confirmation

If no grant of confirmation has been obtained please inform this office **IN WRITING** as soon as this is made.

We may have to contact you again to provide evidence in support of your property exemption or with the view to arranging a visit to your property. It would be helpful if we could contact you by telephone. If you have a contact telephone number, please write your number in the box below:

01224 [REDACTED] 09  
01224 [REDACTED]

This form has been designed to be easy to understand and simple to complete. If you have difficulty with any part of the form or require further details, we would like to help you. Please contact Crown House, any local Council Office or telephone the Council Tax Customer Care Section on **08456 080921**

#### Declaration

The information that I have given is true and correct. I will tell you at once in writing of any change to the information as soon as the change occurs.

Signature

Date 30/05/11



[Redacted]

are vacant for a period of time.

Best wishes

[Redacted]  
[Redacted]  
Staff Housing Manager

Estates Section  
Staff Housing Office (Room 143)  
University Office  
King's College  
ABERDEEN AB24 3FX

[staffhousing@abdn.ac.uk](mailto:staffhousing@abdn.ac.uk)  
Old Aberdeen Housing: + (0)1224 [Redacted] or +(0)1224 [Redacted]  
Rowett Housing: +(0)1224 [Redacted]  
[www.abdn.ac.uk/estates/administration/staff\\_accomm](http://www.abdn.ac.uk/estates/administration/staff_accomm)

Received  
26 APR 2016  
Revenues and Benefits



The University of Aberdeen is a charity registered in Scotland, No SC013683.  
Tha Oilthigh Obar Dheathain na charthannas clàraichte ann an Alba, Àir. SC013683.





[Redacted]

business hub 10  
Marischal College  
Broad Street  
Aberdeen AB10 1AB

Dear [Redacted]

Tel 03000 200 292  
Minicom 01224 522381  
[www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk)

**COUNCIL TAX - 15, HIGH STREET, AB24 3EE**

I refer to your email to this office dated 28 April 2016.

**I can confirm that the above property is still exempt for Council Tax.**

Should you require any further information, please contact Customer Services at Marischal College, Broad Street, Aberdeen, AB10 1AB, by telephone on 03000 200 292 (lines are open Monday to Friday from 8am to 6pm), or via e-mail at [counciltax@aberdeencity.gov.uk](mailto:counciltax@aberdeencity.gov.uk).

**If you would like to speak to someone in person you can arrange an appointment to see a member of staff in the Customer Service Centre in Marischal College, Broad Street, Aberdeen, AB10 1AB by calling the above number.**

Alternatively, you can drop in to visit us at Marischal College or one of our other offices:  
Mastrick Customer Access Point, Spey Road, Mastrick, Aberdeen, AB16 6SH  
or Tillydrone (Central), Formartine Road, Aberdeen, AB24 2UY.

Yours sincerely

[Redacted Signature]

Team Leader

Section 2A of the Public Finance and Accountability (Scotland) Act 2000 (as amended) allows us to share the information you provide for data – matching purposes to prevent and detect fraud and as directed by Audit Scotland. This is called the National Fraud Initiative (NFI). An explanation of how we will use this information is available at [www.audit-scotland.gov.uk/our-work/national-fraud-initiative](http://www.audit-scotland.gov.uk/our-work/national-fraud-initiative)

Richard Ellis  
Interim Director Of Corporate Governance



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scotland



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