

# COUNCIL TAX

## Unoccupied Dwelling Discount Application

Please read guidance notes on page 3 before completing and returning this form

Council Tax reference number: \_\_\_\_\_

Property reference number: \_\_\_\_\_

Full name of liable person: \_\_\_\_\_

Property address: \_\_\_\_\_  
\_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Email Address \_\_\_\_\_

Who is the owner of this property? \_\_\_\_\_

What is their address? \_\_\_\_\_

Date you became liable for this property: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Your permanent (main) address: \_\_\_\_\_

**If your main residence is not in Dumfries and Galloway, you must supply documentary evidence of your liability there in support of your application. For example, a copy of your current Council Tax bill.**

Date property became unoccupied: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date property became reoccupied  
(if relevant): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date property became completely  
unfurnished (if relevant): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The property must be completely unfurnished with the exception of fixtures and fittings.

Has anyone recently left this property to entitle you to a discount?

Their full name: \_\_\_\_\_

Their forwarding address: \_\_\_\_\_

Date they left: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Is this property a second home? Yes/No  
**(Please note from 1.4.17 no discount is awarded on second homes however you may be entitled to a 10% discount up to 31.3.17)**

Is this property a purpose built holiday home? Yes/No

Is this property a job related dwelling? Yes/No

Is this property undergoing or does it require major repair or structural renovation? Yes/No

<b>These questions should be answered using the guidance notes provided. You must provide written evidence where indicated.</b>
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**Declaration - To be signed by the liable person**

I declare that the information on this application is correct. I will notify you immediately of any changes that might affect my Council Tax.

I understand that giving false information is an offence for which a penalty can be imposed 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 where the law allows this.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**We may check the information given against other records held by Dumfries and Galloway Council and other agencies where the law allows.**

**For further information or advice please contact:**

Dumfries and Galloway Council, Communities Directorate, Local Taxation Team, PO Box 9089, Dumfries, DG1 9EB

Telephone number 030 33 33 3005 [www.dumgal.gov.uk/counciltax](http://www.dumgal.gov.uk/counciltax)

**Now hand this form into your nearest Council Customer Service Centre or post it to the address above.**

**Our office at Carruthers House is now closed. For enquires please visit 52-60 Queensberry Square, Dumfries.**

## **Guidance Notes**

### **Unoccupied properties**

An unoccupied property is one which is no one's permanent residence. This discount is limited to 12 months from the date the property became unoccupied. After 12 months the 100% long term empty property tariff may apply.

### **Second homes (No discount applicable from 1.4.17)**

A second home is a furnished house, used as a holiday home, which is no one's permanent residence. You must be able to provide documentary evidence that it is occupied as holiday home for at least 25 days in any 12 month period. Examples of acceptable evidence would be copies of insurance documents showing the property as a holiday home and examples of utility bills which show the fuel usage for periods of occupation.

### **Purpose built holiday homes**

A purpose built holiday home is one which is used for holiday purposes but which is subject to planning restrictions preventing it being occupied all year round or which is built in such a way as it would not be suitable for occupation all year round (beach huts with no mains utilities for example). Please provide documentary evidence to support an application under this category e.g. a copy of the planning restriction.

### **Job related dwellings**

A job related dwelling is:

- one which is provided by reason of your employment to you or your spouse where it is necessary for the performance of your duties of employment
- where the dwelling is provided for better performance of your duties of employment
- where there is a special threat to the employee's security and special security arrangements exist.
- Where you or your spouse is a minister of religion and it is used as a residence from which you perform your duties
- Where you or your spouse are required to live under a contractual arrangement to carry out a particular trade, profession or vocation.

This may not apply if you are a director of the company providing the accommodation or of an associated company.

Please provide documentary evidence to support an application under this category e.g. copy of your contract of employment.

### **Properties Requiring Major Repair**

If this property is unoccupied and unfurnished and is undergoing major repair or reconstruction and the full period of exemption has not been granted you may be entitled to a partial exemption. Please phone 030 33 33 3005 for further details. If you have bought this property within the last 6 months and it requires major repair to make it habitable you may be entitled to a 50% discount for up to 6 months from the date of purchase. Please provide documentary evidence of work required e.g. the structural report.

The Data Controller of the personal information being collected and processed is **Dumfries and Galloway Council**. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information that will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

**Dumfries and Galloway Council Contact Details:**

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD  
Email: [contact@dumgal.gov.uk](mailto:contact@dumgal.gov.uk)  
Telephone: 0303 333 3000

**Data Protection Officer's Contact Details:**

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD  
Email: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)  
Telephone: 01387 260315

Dumfries and Galloway Council are collecting your data to allow us to administer and collect Council Tax.

The Council need to collect your name, your address and the names of any other adult residents of your address.

The legal basis for collecting your data is that we have a legal obligation under the Local Government Finance Act 1992 to administer and collect Council Tax. As the data we collect is a statutory requirement, if you do not provide your personal details your liability for Council Tax may be incorrect.

The Council may, based on your circumstances, collect data concerning your health. This allows us to assess disregards and/or reductions to which you may be entitled. The legal basis for processing this data is that it is necessary for reasons of substantial public interest as we have a duty to protect public funds and ensure disregards/reductions are applied correctly.

Your information may be shared internally with other Council Departments, externally with other local authorities, externally with organisations responsible for auditing the Council, externally with Credit Reference Agencies, externally with the Department for Work and Pensions. We share this information to allow us to ensure your liability for Council Tax is correct and to enable collection of Council Tax. Your data will be stored in accordance with Council Tax recovery procedures, and for a minimum of 7 years. To keep your data secure, it will be held on a password-protected network; with access restricted to staff that have a business need to access your data.

You have the:

- Right to be informed
- Right to access
- Right not to be subject to automated individual decision-making, including profiling
- Right to object or restrict processing
- Right to data portability
- Rights to correction and deletion

You have a responsibility to contact Dumfries and Galloway Council to update your information if it changes. Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane. Wilmslow, Cheshire  
Telephone: 0303 123 1113