

## Application for Relief from the Long Term Empty Property Tariff

**Please return to:**

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

**In respect of:**

**Account Ref:**  
**Name :**  
**Address:**

00605/00701

Please advise which category you wish to apply under. You should **only** select one box from either Section A **or** Section B. Please supply the requested supporting evidence with your application as this may delay the process. Please also remember to sign the declaration overleaf.

### Section A - Tariff relief category

Discretionary Category	Purpose	Tick to apply
The liable person is in receipt of Housing Benefit and or Council Tax Reduction.	<ul style="list-style-type: none"> <li>You receive Housing Benefit or Council Tax Reduction on your own residence</li> </ul>	
There has been a contractual change of liable person on a long term empty property.	<ul style="list-style-type: none"> <li>You are the new owner or tenant of this property, and</li> <li>The property is already classed as long term empty, and</li> <li>You require up to 3 months to make the property fit for occupation or to move into it</li> </ul>	
The liable person is actively working towards bringing the property into use, getting the property into a habitable condition for occupation or is actively marketing the property for sale or let.	<ul style="list-style-type: none"> <li>The property is undergoing major repair, or</li> <li>It is actively being marketed for sale or let at a reasonable price, or</li> <li>Or you are otherwise actively working to bring the property back into occupation</li> </ul> <p>This relief is available for up to 5 years from the date you became liable for the property, and is subject to annual review.</p> <p><b><i>You must provide documentary evidence of the action you are taking e.g. a builders schedule of work. If your property is for sale we require a copy of the sale particulars and the home valuation report.</i></b></p>	
The liable person considers that their property is empty due to exceptional circumstances. Apply in writing in the space and your application will be considered. Attach another sheet if necessary.	<ul style="list-style-type: none"> <li>Your property cannot be occupied due to exceptional circumstances not covered above. Please provide details of this below.</li> </ul>	

**Section B - Categories exempt from the increased levy**Please tick  
As Appropriate**Second Homes**

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 a 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 Home**

A job related home is one which is provided to you or your spouse by your employer to enable you to carry out the duties of your job, (for example a tied cottage). Please note that this may not apply if you are a director of the company providing the accommodation or of an associated company. It is also job related if you or your spouse is a minister of religion and it is used as a residence from which you perform your duties, (for example a manse). Please provide documentary evidence to support an application under this category e.g. copy of your contract of employment.

**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 or the category of exemption claimed.

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: \_\_\_\_\_

Please provide a telephone number and email address where we can contact you in the event of any queries

Tel. number: \_\_\_\_\_ email: \_\_\_\_\_

**For further information or advice on Council Tax contact:**

[www.dumgal.gov.uk/counciltax](http://www.dumgal.gov.uk/counciltax) or Council Tax Enquiry Line: 030 33 33 3005

**You can hand the completed form into your nearest Council Customer Service Centre Office or post it to the address overleaf. Our office at Carruthers House is now closed. For enquires please visit 52-60 Queensberry Square, Dumfries.**

**For further information or help on bringing an empty property back into occupation please contact the Strategic Housing Team;**

Dumfries and Galloway Council, Strategic Housing, Kirkbank House, English St, Dumfries, DG1 2HS. Email [Strategichousing@dumgal.gov.uk](mailto:Strategichousing@dumgal.gov.uk) or Tel: 01387 273150. Alternatively you can visit the website at [www.dumgal.gov.uk](http://www.dumgal.gov.uk) and follow the links for Housing and empty homes.

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