

Council Tax Discount Application Dwellings with No Occupants

SHETLAND ISLANDS COUNCIL
Finance
Charlotte House
Commercial Road
Lerwick
Shetland
ZE1 0LX
Tel: (01595) 744683



Property Ref: _____

Account No: _____

Property Address: _____

You should complete this form if you wish to apply for Council Tax Discount on the basis that the property is unoccupied and not considered to be the sole or main residence of any person aged 18 years or over

Generally, Second Homes or Empty Properties are eligible for a discount of 10% from 1 April 2005. Some properties may however be eligible for a discount of 50%, either indefinitely or for a limited period.

Please answer the following questions and return the completed form to this office, to allow us to determine the correct level of discount applicable.

1 Is the property currently unoccupied?

This means that it is not the sole or main residence of any person aged 18 years or over

Yes, please answer the remaining questions

No, please give the name(s) of the person(s) residing in the property

_____ and the date they moved in ____/____/____

2 Date Property became unoccupied?

____/____/____

3 Is the property an empty dwelling?

This means that the property should be both unoccupied **and** unfurnished. All moveable furniture must be removed

No

Yes

4 Is the property a second home?

This means a property where you sometimes reside but is not your sole or main residence

No

Yes

5 Is the property a purpose-built holiday home?

This means that it was purpose built and is used purely for holiday purposes by you.

No

Yes

Please turn over →

6 Do you live in tied accommodation?

This means that your present home is provided by your, or your spouse's, employer and it is necessary for you to reside there for the duties of the employment.

No

Yes, please give nature of employment

If the property is owned by a company of which you are a director please give details_____

7 Is the dwelling under repair?

This means a property that is undergoing or requires major repair work to render it habitable, or is undergoing structural alteration

No

Yes, please give details_____

Please provide any additional information in the box below

We may check information that you have provided or that has been provided about you against relevant information that we already hold to make sure that it is accurate. We may also lawfully disclose information to other public sector agencies to:

- Prevent or detect benefit fraud and any other crime
- To support national fraud initiatives
- To protect public funds

Declaration: -

I declare that the information given on this notification is to the best of my knowledge correct, and I undertake to notify Shetland Islands Council Finance Services immediately if circumstances or the occupancy of the dwellings change.

Signature _____

Date _____

Contact / Caller* Name _____

Telephone Number _____

Finance Use
By Telephone

(tick)

Date Entered _____

Initials _____

Assessors Notification Ref. _____