



Chief Executive's Office
Service Lead - Revenues & Benefits: Nicola Gemmell

Revenues & Benefits Service
P.O. Box 31, Ayr, KA7 2PL
Tel: 0300 123 0900
Email: council.tax@south-ayrshire.gov.uk
Our Ref:
Date : 08 January 2020
If phoning or calling ask for Council Tax

Name _____

Address _____

Dear Sir/Madam

Council Tax
Reference -
Empty Property:

How your personal information will be used

It is our responsibility to keep your information safe. We will only collect the minimum amount of personal information we need to process your application and we may verify the information you provide with information we currently hold on file. We may get information from third parties, or give information to them to check the accuracy of information, and we may share the information you have provided with relevant bodies to manage public funds, or prevent and detect fraud, as permitted by law. To find out what to expect when the Council collects your personal information, please visit our website - <https://www.south-ayrshire.gov.uk/personal-information/>

The Council Tax (Variation for Unoccupied Dwellings)(Scotland) Regulations 2013 provides discretion for the council to increase Council Tax by up to 100% for long-term empty properties that have been unoccupied for more than 12 months, or 2 years where marketed for sale or rent. There are some exemptions from the levy for up to 2 years based on individual circumstances.

If your property has been unoccupied for more than 12 months but less than 24 months and is being marketed for sale or rent or you consider you meet one of the other discretionary exemption criteria detailed on this form please complete the relevant section and return the enclosed application with the proof required. Please note that generally any exemption from the levy will cease after 2 years from the date the property became unoccupied.

Further information regarding the Council Tax Empty Property Levy can be found on our website at <https://www.south-ayrshire.gov.uk/counciltax/> where you can also notify us if you have sold the property or it has become occupied by you or a tenant. Alternatively, if you require any further advice or assistance you can telephone us on **0300 123 0900** or visit any of the Customer Service Centres in person.

CAN WE HELP

Whatever the reason your property has become empty - and whatever your intentions for the property - get in touch with us as there may be ways we can assist you in bringing it back into use. If you would like to find out more about bringing your property back into use, please contact the Empty Homes Officer by email - emptyhomes@south-ayrshire.gov.uk or by telephone on **01292 616014** for further information or advice.

All correspondence should be sent to Council Tax, PO Box 31, Ayr, KA7 2PL, or submitted in person to your local Customer Service Centre. For details of locations please see <https://www.south-ayrshire.gov.uk/customer-service-centres/>

Yours faithfully

Council Tax

**Council Tax
Revenues & Benefits Service**

Council Tax Empty Property Levy Discount Application

Council Tax Reference No.	
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- **Please supply the following telephone numbers in case we need to contact you regarding this application.**

Daytime Telephone No.	
Email address:	

- **To be completed by the person liable for Council Tax**

What is your full name?		
What is the full postal address including postcode of your main home?		
What is the full postal address including postcode of the property that is unoccupied?		
What date did the property become unoccupied?		
Section 1 – Marketed for Sale or Rent		
Is the property marketed for sale or marketed for rent?	<input type="checkbox"/> For Sale <input type="checkbox"/> For Rent	
What date has the property been marketed for sale or rent from?		
Who is marketing your property? Please provide the full name, address and telephone number.		
Is your property being marketed on a website? Please provide full details.		
What is the sale price or rent charge?	Sale price: Rent charge:	
Section 2 – Undergoing Major Repairs		
Is the property is undergoing major repairs or renovations to make it habitable, including where planning applications have been lodged?		
Has a Building Warrant or Planning Application been made, if so please confirm the reference number, or provide a copy of any documentation confirming this you have received from Planning/Building Control	Building Warrant Ref..... Planning Application Ref.....	

<p>Please provide copies of builder's estimates / schedule detailing the actual work required, with confirmation of the exact date the work commenced and expected completion date or please confirm if these have already been submitted in relation to a previous application for Council Tax exemption or discount</p>	<p>Information now enclosed or Date Information Provided.....</p>
<p>Section 3 – Actively Engaging with Empty Homes Officer</p> <p>Please advise date you first engaged with the Councils Empty Homes officer and provide brief details of any action you have taken – please continue on a separate page if necessary. This information will be verified internally, therefore please confirm the name of the officer you have been dealing with.</p>	<p>Officers full name..... Date..... Advice/Action taken -</p>
<p>Section 4 – Exceptional Circumstances Exist to prevent sale or occupation</p> <p>If you consider there are exceptional circumstances that are out with your control that prevent the property being sold or occupied you can apply to be exempt from the additional levy. Council Tax charges will still apply at the standard rate. These circumstances could include legal issues or disputes with neighboring properties. Any application approved in these circumstances will be subject to annual review.</p>	<p>Please provide as much information as possible, including documentary evidence. Please continue on a separate page if necessary.</p>

Council Tax Empty Property Levy Discount Application

➤ **DECLARATION: Please now sign the declaration below**

Declaration	
I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my council tax.	
I understand that the deliberate provision of false information in order to achieve financial gain is a Criminal Offence 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 if the law allows this.	
Signature of liable person	
Date	

Checklist of Proof Required – Please confirm what is supplied by ticking the box below

Property for Sale or Rent:

- Evidence that your property is being actively marketed for sale, including details of who is marketing the property and how this is being carried out; and
- Details of the sale price, including a copy of the mortgage valuation report part of the home report for the property.
- Evidence that your property is being actively marketed for rent, including details of who is marketing the property and how this is being carried out; and details of the rent being requested.

Major Repairs or renovations:

- Building Warrant or Planning Application Reference
- Builders estimates/schedule of works

Engaging with Empty Homes Officer:

- Name of the officer/date of first contact

Exceptional Circumstances:

- Documentary Evidence to support your application

Do you need Help with this Form?

If you have any questions regarding this application please telephone **0300 123 0900** from 9.00am to 4.45pm Monday to Thursday & 9.00am to 4.00pm on a Friday. You can also visit any Customer Service Centre as detailed below

The Wallace Tower,
172-176 High Street,
Ayr
KA7 1PZ

17/19 Knockcushan Street
Girvan
KA26 9AQ

Municipal Buildings
South Beach
Troon
KA10 6EF

64 High Street,
Maybole
KA19 7BZ

2-6 The Cross,
Prestwick
KA9 1AN

Please return completed applications by post to South Ayrshire Council, Council Tax, PO Box 31, Wellington Square, Ayr, KA7 2PL or in person to one of the Customer Service Centres noted above.