



Customer Services  
 Stirling Council  
 Teith House, Kerse Road, Stirling FK7 7QA  
 Phone (01786) 233210  
 e-mail: finservices@stirling.gov.uk

<b>For Office Use Only</b>		CT24 09/16
Payment Ref		
Date of Issue		

## Council Tax Discount : Claim Form

### Empty Property undergoing major works

**Background**

An exemption is due for up to 12 months from the date the property was last occupied (by you or any previous resident) if the property is undergoing or has undergone major repair work to make it habitable or is undergoing structural alteration.

If it is more than 12 months since the property was last occupied, a 50% discount applies for 6 months from the date you became the owner. If the property remains unoccupied a 100% additional charge applies. No discount or premium is due on water charges.

**How to claim (Complete in BLACK INK)**

Please fill in this form and send it back with the evidence required in the postage paid envelope. If you need any help to fill in this form please contact us.

**EVIDENCE REQUIRED (without it we cannot award you relief)**

**Please supply evidence to support your claim that the work has been completed or is ongoing, for example copies of plans, planning permission, builder's estimates or invoices for materials purchased**

### Section 1 : Information about the unoccupied property

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

Date of Purchase

Date when major works started  Expected completion date

Please give details of the alterations or repairs \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please turn over**

## Section 2 : Complete this section if the property is now lived in

Name of occupier (s) \_\_\_\_\_  
\_\_\_\_\_

Are they the

		Please tick	
		Yes	No
Owner		<input type="checkbox"/>	<input type="checkbox"/>
Tenant		<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>

Date moved in

## Section 3 : Complete this section if property is still unoccupied

Your current address \_\_\_\_\_

(We can't award relief  
without this address) \_\_\_\_\_  
\_\_\_\_\_

Are you

		Yes	No
Owner		<input type="checkbox"/>	<input type="checkbox"/>
Tenant		<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>

## Section 4 : Declaration

1. I declare that all the details that I have given on this form are true and complete.
2. I shall notify the Council immediately if any of the details change.
3. I understand that Stirling Council must protect public funds and may use these details to prevent and detect fraud, part of this process may involve the use of credit reference agencies. I understand that the information may also be shared for the same purposes with other organisations handling public funds.
4. I understand that under the Data Protection Act I have a right to a copy of the information Stirling Council holds on me and that I may be charged for this service.

Signed  
(Householder)

Date

e-mail address

Daytime  
Phone No

( in case of query )