



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

For Office Use Only CT23 03/14

Payment Ref.	
Date of Issue	

Council Tax Discount : Claim Form

Second Home / Holiday Home

Background

If no one is living in a property as their main home and it is furnished and occupied for at least 25 days in a rolling 12 month period, a 10% discount is due. If the property is a purpose built holiday home (year round occupation not allowed) or your or your partner's employer has provided work related accommodation that has to be lived in to carry out the job; a 50% discount may be due. No discount is due on water charges. Please provide evidence of use eg TV licence, utility bills etc

How to claim (Complete in BLACK INK)

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

Section 1 : Your residence

Your main residence address:

Section 2 : About the property you are claiming for

Property address

When did this property become your second home?

/ /

Is it a purpose built holiday home? Yes See over No

If NO, is it used as a holiday home for at least 25 days annually? See over

If NO, please provide the reason for having more than one property e.g. minister of religion, sheltered housing warden, bar manager, etc

Please turn over

EVIDENCE REQUIRED (without it we cannot award you relief) – Please Supply

- A copy of your council tax bill for your main home to support your claim.
- Evidence of occupation as a second home eg utility bills, TV licence etc
- Your site agreement if you are claiming for a purpose built holiday home
- Your (or your partners) contract of employment if you are claiming for a property that is unoccupied for job related reasons.

Section 3 : 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)