



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

Name:
 Address:

For Office Use Only		CT22 12/14
Payment Ref.		
Date of Issue		
Date		

Council Tax Discount : Claim Form

Unoccupied property

Background

If a property is unoccupied and unfurnished an exemption is due for 6 months from the date the property was last occupied. If the property continues to be empty, a 50% discount applies, reducing to 10% after 6 months. If the property is unoccupied and furnished a 10% discount is due for 12 months. After 12 months no discount is due and an additional 100% council tax is payable unless the property is being actively marketed for sale or rent (contact above to discuss). No discount is due on water charges.

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 : About the property

Property address _____

On what date did the property become unoccupied? /

Please tick
 Yes No

Is the property furnished ?

If NO, when was the furniture removed? (if known) /

For what period are you claiming relief ? From / to /

Please give the reason the property is empty - e.g. between tenants, for sale.

Please tick
 Yes No

Is the property occupied now?

If YES, from what date ? /

Names of the occupiers _____

Previous address of the occupiers _____
 (if known) _____

Please turn over

Section 2 : About you

Please tick the relevant box(es)

Are you the owner of the property ?

Yes

No

If YES, please give the date you became the owner

Your name and address

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)