

COUNCIL TAX DISCOUNT APPLICATION FORM

Unoccupied Property

A full Council Tax bill assumes that there are two adults (aged 18 or over) resident in a property. If the property is no-one's sole or main residence at the moment, and not a 'second home' then a 10% discount may be claimed for up to 12 months since the property was last occupied.

If the property has been completely unfurnished since it was last occupied, an exemption can be claimed for the 6 month period from the date of last occupation, followed by a discount of 50% until its been 12 months since it was last occupied. We may visit the property to confirm it is unoccupied and unfurnished.

If the property has been unoccupied for 12 months or more it will be subject to a 200% charge. There are certain protections from this levy, eg if your property is being marketed for sale or rent then the additional charge would not apply until after 24 months unoccupied. If you have bought a property that has been unoccupied for more that 12 months and it requires major refurbishment/work, you can claim a 50% discount from the date of purchase. Please contact us for more advice of how to claim these.

If the property is unoccupied for any of the reasons listed overleaf a full exemption may be claimed.

It is important that this application is fully completed and returned, WITH SUPPORTING EVIDENCE, to us.

About the Property

Property Address:

What date did the property become unoccupied

Is/was property furnished while unoccupied?

Yes If No, on what date was the
 No furniture removed?

Is property:

(please tick any that apply)

Purpose Built Holiday Home

Your Second Home while living in accommodation provided by your employer

Requiring major work to make the property habitable

Is property now occupied?

Yes If Yes, From what date?
 No

Name of occupiers

Previous address of occupiers

NOTES

SOLE OR MAIN RESIDENCE – When a person is associated with 2 homes, e.g. working elsewhere, the Council must make a determination as to what is that person's "sole or main residence". In the majority of these situations the person's main residence is in the family home.

SECOND HOME - is no-ones "sole or main residence" and is occupied by you for 25 days or more a year.

If you need help or more information about evidence to support your claim please contact us.

About You		
Do you own the property?	Yes <input type="checkbox"/>	If Yes, From what date? <input type="text"/>
	No <input type="checkbox"/>	
If No, please confirm your relationship with the property:		
Your Name & Address	Landlords Name & Address	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
If you are/were a tenant/landlord was the property let as furnished?	Yes <input type="checkbox"/>	
	No <input type="checkbox"/>	

Claiming Relief (You must supply evidence as stated)		
Please tick the box that best describes the reason you are claiming relief		
The property is unoccupied because....	Please Tick	Evidence Required
It is up for sale	<input type="checkbox"/>	Removal receipts / where is it advertised for sale?
It is empty between tenancies	<input type="checkbox"/>	Copy of ended tenancy agreement
It has recently been purchased but not yet occupied	<input type="checkbox"/>	Solicitors Letter
It is undergoing major works	<input type="checkbox"/>	We will issue claim form
I have bought a long term empty property and it needs major refurbishment.work	<input type="checkbox"/>	We will issue claim form
The former resident is receiving care elsewhere	<input type="checkbox"/>	We will issue claim form
Occupation is prohibited by law	<input type="checkbox"/>	Copy of closing order
It has been repossessed	<input type="checkbox"/>	Letter from Bank/Building Society
The former residents were all students	<input type="checkbox"/>	
The former resident is deceased and grant of confirmation not yet awarded	<input type="checkbox"/>	Solicitors Letter
The former resident is deceased and grant of confirmation was made on/...../.....	<input type="checkbox"/>	Solicitors Letter
The former resident is detained in hospital/prison	<input type="checkbox"/>	Address of Prison/Hospital

Declaration:
1. I have read and understood the contents of this form. I confirm all the information given is a true and full statement.
2. I will notify Falkirk Council immediately if the circumstances change.
3. I understand that Falkirk Council must protect public funds and may use this information to prevent and detect fraud. I understand that the information may also be shared for the same reason with other organisations.

Signed	Date	tel no.
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please help us by setting up ebilling
Rather than posting out a paper Council Tax bill, we will email you a PDF bill instead.
Please tick if you would like to help and do this : <input type="checkbox"/>

YOUR EMAIL ADDRESS:
<input type="text"/>



The Council's Role with Empty Homes

Falkirk Council's Empty Homes Officer actively encourages owners of properties to return them to use. It is an owner's responsibility to look after their property. However, if a home gets "stuck" as an empty, the Council can play a role in helping to fix the problem. The Empty Homes Officer will work with owners in these areas, and with other services within the Council to find the best ways to bring empty properties back into use.

Why deal with Empty Homes?

An empty property is a waste of a useful resource when so many of households are waiting for housing within the Council. They cost money to tax and maintain and represent a considerable amount of lost rental income. Long term empty homes represent a wasted resource, and cause a number of problems. They:

- are a waste of a property that could provide an additional home in an area of high housing need
- attract crime and anti-social behaviour
- reduce the value of surrounding properties
- are an eyesore in the neighbourhood
- are costly for the owner to maintain
- are costly for the local authority to investigate

When an empty property owner thinks of the benefit of a regular income, the possibility of grant assistance to help bring the property up to a habitable standard and the satisfaction of knowing that the property will become a home for a family in need, and the benefits of returning an empty property to use become hard to ignore.

Help for Empty Homes

Your Empty Homes Officer can offer a range of advice and assistance to help you consider the options available to bring your property back into use. These include:

- Advice on **renting** out your property. The Council can assist with becoming a Private Registered Landlord and can supply a list of local letting agents.
- Assistance on **selling** the property, advice on obtaining a Home Report, how to pick an Estate Agent and general selling tips.
- **Matchmaker** Scheme - a dating agent for homes
- Help with **renovations and repairs**. The Empty Homes Project has organised a number of discounts with traders too
- The Empty Homes Officer can liaise on your behalf with the **Energy Saving Scotland advice centre (ESSac)**. Specific measures and grants may be suitable to your situation.
- There are a number of Schemes run by the Council that may your property may be eligible for:
 - **Deposit Guarantee Scheme**
 - **Buy Back Scheme**

For further information and referrals, please contact your Empty Homes Officer:

Elaine Hall: 01324 590802

Elaine.hall@falkirk.gov.uk

Wendy Laird: 01324 590387

wendy.laird@falkirk.gov.uk

Falkirk Council: eh@falkirk.gov.uk