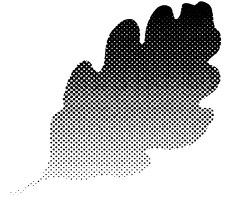


Council Tax



Name
Current Address
Post Code _____

We may have to contact you for information, please provide:-

Council Tax Ref.
Telephone Number
Mobile Number _____

Application for Second Home Discount, Job Related Dwelling Discount and Purpose Built Holiday Home Discount

Please read this form carefully

Second Home Discount

Discount of 10% can be awarded if a property is no person's sole or main residence, it is furnished and is occupied for at least 25 days each year. The 10% Discount is unlimited provided the property continues to be classed as a Second Home.

If the property is not occupied for at least 25 days per year, it will be classed as a long term empty property and after 12 months, the Discount will end and an additional levy of 100% Council Tax charge will apply.

Job Related Dwelling Discount

Discount of 50% can be awarded if a property is lived in as part of an employment contract. The 50% Discount is unlimited provided the property continues to be classed as a Job Related Dwelling.

Purpose Built Holiday Home Discount

Discount of 50% can be awarded if a property states in the Title Deeds that it has been built as a holiday home.

Please note that the 10% Discount, 50% Discount and the additional Levy of 100% Council Tax charge does not apply to Water Supply and Waste Water charges.

A visit to the property may be undertaken

The Property Address in Midlothian for which you are claiming Discount
Postcode
Telephone Number
Email

Part 1 – Second Home – Exact date that you are claiming Second Home Discount from
 (DD/MM/YYYY) _ / ___ / ____ How many days per year is the property occupied _____

Name, Address and Telephone Number of the other Local Authority that you pay Council Tax to for your current address

Telephone Number _____

If you are receiving any discount from this Authority, what discounts are you getting _____

We will get in touch with the other Local Authority to confirm these details

Part 2 – Job Related Dwelling – Exact date that you are claiming Job Related Dwelling Discount from :
 (DD/MM/YYYY) _ / ___ / ____ Please enclose a copy of your employment contract which shows that you must live in this property as part of your job along with this completed form.

Part 3 – Purpose Built Holiday Home – Exact date that you are claiming Second Home Discount from:
 (DD/MM/YYYY) _ / ___ / ____ Please enclose a copy of your property title deeds which shows that this property has been specifically built as a Holiday Home along with this completed form.

Please read the following carefully and sign declaration below.

General Data Protection Regulation GDPR - We are asking for the following information in accordance with provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and Data Protection Act 2018. We will use this information to help us determine your liability for and to collect your Council Tax. You can find more information on how your personal information is used for Council Tax on our Privacy Notice which can be found at www.midlothian.gov.uk/privacy

National Fraud Initiative – Midlothian Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please visit www.midlothian.gov.uk/NFI

If you have difficulty with any part of this form or if you require further details, please telephone our Customer Service advisors on 0131 271 3201, email us on revenues.enquiries@midlothian.gov.uk or write to us at the address below

Declaration (to be signed by the liable person)

I declare that to the best of my knowledge, the information given on this form is true and correct. Understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given. If awarded a discount, I undertake to inform you within 21 days of any change in circumstances affecting the amount of Council Tax payable.

Signature Date

Thank you for completing this form. Please return it immediately to Customer and Housing Services, Midlothian Council, P.O.Box 12956, Dalkeith Midlothian, EH22 1YB