

 **Financial Services**

 Kintyre House, Snipefield Industrial Estate,

 Campbeltown, PA28 6SY

 Tel: 01546 605511 Fax: 01586 553050

 e.mail – ctax1@argyll-bute.gov.uk

 www.argyll-bute.gov.uk

 Ask for: Council Tax

 Our Ref: Council Tax

 Date:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Council Tax Reference Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COUNCIL TAX SECOND HOME STATUS APPLICATION FORM**

If the Second Home Status begins for a period before 1 April 2024 then the normal full rate of Council Tax will be applied for that period. From 1 April 2024 onwards a double charge will be applied to second homes. These changes are prescribed by The Council Tax (Variation for Unoccupied Dwellings)(Scotland) Amendment Regulations 2016 which came into effect from 1 April 2017 and The Council Tax (Variation for Unoccupied Dwellings)(Scotland) Amendment Regulations 2023 which is effective from 1 April 2024.

Under The Council Tax (Variation for Unoccupied Dwellings) (Scotland) Regulations 2013 (SSI2013/45) a “second home” is a dwelling which is no one’s sole or main residence, but which is furnished and must be occupied for at least 25 days in the last 12 months.

**Section 1: Confirmation of responsibility for payment of council tax**

I confirm that I am the person liable to pay Council Tax for the following property:

Subject Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I am the OWNER/TENANT (delete as appropriate)

**Section 2: Confirmation that there are no persons whose sole or main residence is at this property**

I confirm that there are no permanent residents at this property.

My main residence is at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 I have enclosed a copy of my Council Tax Notice for this property if it is outside Argyll and Bute.

**Reference Number:** [CT:AccountReference]

**Section 3: Confirmation that property was lived in for at least 25 days in last 12 months**

If you have owned the property for 12 months or more, please complete Section 3a & 3b. If you have not owned the property for 12 months or more, please tick the box at Section 3c.

**Section 3a:** I advise that the property has been a Second Home since, date: \_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_

**Section 3b:** I confirm that the above property has been occupied for 25 days or more within the previous 12 months.

List all dates the above property was occupied in the previous 12 month period:

|  |  |  |
| --- | --- | --- |
| **From:** | **To:** | **No of days** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total number of days:** |  |  |

Please enclose evidence in support of the occupation of your property for the above dates.

 **Section 3c:** I intend to occupy the property for 25 days or more within the next 12 months. 

**Declaration**

I declare that the information on this form is accurate and I authorise Argyll and Bute Council to verify the details. I undertake to notify the Council if the situation changes for any rolling 12 month periods within 21 days of this occurring. I understand that failure to provide this information is an offence which may make me liable for a fine of up to £500.

Signature of council tax payer:­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

 Contact Number:­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Fair Processing Notice:** Argyll and Bute Council, will primarily use the information you have supplied on this form for the collection and administration of Council Tax. You have a statutory duty to provide the information. The level of Council Tax charged must be accurate and the Council will use information from other agencies to check liability for Council Tax and minimise fraud and error where it is necessary to do so. We share information with other sections of the Council and other organisations external to the Council where it is lawful to do so. A full privacy notice is available at https://www.argyll-bute.gov.uk/privacy/council-tax .You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected.  Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT, mail iain.jackson@argyll-bute.gov.uk or telephone 01546 604188.

**Return to Argyll and Bute Council, Head of Customer and Support Services, Kintyre House, Snipefield Industrial Estate, Campbeltown, Argyll PA28 6SY**