



NORTH AYRSHIRE
COUNCIL

Explanatory Leaflet for Discounts available if living elsewhere in the UK with a Home in North Ayrshire.

The persons normally liable to pay the Council Tax and Water Service Charges are the resident owners or tenants of a property – those who have their sole or main residence there.

A property may be subject to a 10% discount when it is not your sole or main residence. This may apply when the person normally resident is living or working away from home. The discount does not apply to water or waste water charges.

The fact that a person lives or works away from home for short or long periods does not automatically deprive a person of residence. The reasons why a person lives or works away from home and their circumstances differ, so each case needs to be judged on its own merits. Applying for a discount implies you still hold an interest in the property. The extent and nature of this interest then needs to be established.

Please note that if you live alone and class your residence in North Ayrshire as your sole or main place of residence then you may be entitled to a 25% discount based on sole occupancy.

A 50% reduction can be awarded if you have a home in North Ayrshire and you have a home, which is job-related. To qualify you must provide documentary evidence detailing that your employer provides the job-related property and it is necessary that you retain this dwelling for the performance of your duties. If your main residence is job-related please provide documentary evidence to support this.e.g. a letter from your employer or a copy of your contract of employment confirming the property is provided by your employer.

To apply for a reduction, please provide the information requested overleaf, sign the declaration and return the form to the address shown below, together with supporting evidence.

If you qualify for a discount, we will send you a replacement Council Tax bill showing the reduced sum due. If the claim is unsuccessful or we require further information we will telephone or write to you.

Review of the Discount

The discount will continue for the specified period providing the qualifying criteria are being met. However, North Ayrshire Council will conduct a review of the circumstances by contacting you by telephone or email. If at any time you believe the reduction no longer applies then you must contact the Council immediately.

**Council Tax - 10% Discount for Living Elsewhere in the UK
with a Residence in North Ayrshire**

Do you need Help with this Form?

If you have any questions regarding this application please telephone **0845 603 0592** from 08.30am to 05.30pm Monday to Friday. You can also visit the public enquiry desk on the ground floor, Cunninghame House, Irvine from 09.00am to 04.45pm Monday and Tuesday, 10.15am to 04.45pm on Wednesday, 09.00am to 04.45pm on Thursday and 09.00am to 04.30pm on a Friday or use the Contact Us facility on the Council's web site.

What do you think?

We value the opinions of our customers. This form has been designed to be in plain, jargon free language however, if you find any of the sections difficult to understand or complete please let us know by completing the suggestion box at the end of the form.

**Council Tax - 10% Discount for Living Elsewhere in the UK
with a Residence in North Ayrshire**

Council Tax Reference No.	
---------------------------	--

> Please supply the following telephone numbers in case we need to contact you regarding this application.

Daytime Telephone No.	
Evening Telephone No.	
Email Address.	

> Section 1: To be completed by the person liable for Council Tax

What is your full name?	
What is the full postal address including postcode of your property in North Ayrshire?	
What is your full postal address including postcode for correspondence?	
What is the full postal address including postcode of your other UK residence?	

**Council Tax - 10% Discount for Living Elsewhere in the UK
with a Residence in North Ayrshire**

➤ **Section 2: Please answer the following questions relating to your other UK address and enclose the evidence requested where necessary.**

Do you own the address you are residing at?	Yes No (please circle)
Do you rent the property in which you reside in your own name?	Yes No (please circle)
Does your employer provide your present accommodation? If Yes, please provide evidence and details showing why you must live in this property to carry out your job.	Yes No (please circle)
Is your stay entirely work related? If No, please provide details	Yes No (please circle)
How long have you resided at this address?	
Are you paying Council Tax at this address? If "Yes" please supply a copy of your current Council Tax bill.	Yes No (please circle)

**Council Tax - 10% Discount for Living Elsewhere in the UK
with a Residence in North Ayrshire**

Declaration

I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my Council Tax.

I understand that the deliberate provision of false information in order to achieve financial gain is a criminal offence and you may check the information with other sources as allowed by the law.

I understand that any information I have provided will be used in the administration of my Council Tax account. You may give information to other parties if the law allows this.

Signature of liable person	
Date	

**Council Tax - 10% Discount for Living Elsewhere in the UK
with a Residence in North Ayrshire**

What do you think?

Was the form easy to complete?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was the form easy to understand?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was there any information not included on the form which you would like to see included?	
Do you have any suggestions on how the form could be improved?	