

Council Tax Discount Class D - Dwelling requiring major structural work

Thank you for your communication regarding the above property.

This category of discount is applicable to a vacant dwelling (ie one which is both unoccupied and substantially unfurnished) if it:

- requires **major structural** works to render it habitable or
- is undergoing or has undergone **major structural** repair work

There is a reduction of 75% of your council tax liability for a maximum period of 12 months under this particular category of discount, thereafter the discount will reduce to 25% for a further 12 months. After the full 2 years the property will be classed as long term empty and no discount applies. There will be a premium added of 50% resulting in a total charge of 150%.

If you wish to apply for this discount please complete the application form and return it to this office with any other documentary evidence e.g. photographs or a surveyor's report. If you are applying in retrospect further evidence such as receipts and/or invoices would also be required. We will inspect the property as part of the application process therefore your forwarding address and telephone number must be provided.

Yours sincerely

Revenues & Benefits Operations Manager

Please note that should a discount be granted it is your legal duty to inform the Council within 21 days of the relevant works being substantially completed.

Failure to do so will result in a Penalty of £70 for a first offence or £280 for a repeated failure.

Part A - Details of Dwelling

Reference No:

1. Your Name:

2. Address of Property:

3. Correspondence Address:

.....Post Code:

4. Telephone Number:

5. Date structural work commenced:.....

6. Are there any Court or Local Authority orders in existence that prohibit occupation Yes No

If yes, please give brief details:

7. Is the dwelling Unoccupied and Substantially unfurnished? Yes No

7a Date furniture removed (exact date required)

8. Is the dwelling in need of **major** structural repair works? Yes No

9. Are structural alterations or **major** structural repairs currently being undertaken at the property? Yes No

10. Please provide details of any works which have been completed:-
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11. Please provide details of any works which are required or have not yet been completed:-
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.....

12. Are the works immediately obvious from outside by looking through a window? Yes No

13. On what date do you anticipate completion of the repair works?

Part B - Declaration:

I declare that to the best of my knowledge and belief the above information is correct.

Signed: Date: