

Please Ask For: Customer Services
Tel: 01626 215000
Email: revandbens@teignbridge.gov.uk



Council Tax - Application for 50% Discount – Class D

When a property is unoccupied and substantially unfurnished and it is undergoing *or requiring major repair work*, or it is *undergoing structural alteration*, it may be entitled to a 50% discount for Council Tax for a **maximum** period of 12 months.

Council Tax legislation states that the property needs to have major repair work or structural alterations to qualify:

- “structural alteration” means a change to the fabric of the property, such as an extension which would **prevent occupation** of the property.
- “Major repair work” means that the work required is such that unless the work is carried out the property will **not be fit to live in** – therefore the property must be uninhabitable before any work starts.

If the property has not deteriorated since it was last occupied, a period of discount is unlikely as the property must have been habitable when it was last occupied.

If the property can be lived in whilst the works are being carried out (such as new bathroom, new kitchen, rewiring and plastering) it is very unlikely that the property would meet the criteria for the discount.

Quite often refurbishment works can be carried out whilst the property is still lived in: we must consider if the property was a person’s main residence whether or not the works required would result in vacation of the property for a substantial period of time.

Works which are required to bring the property up to a standard to be commercially let would not necessarily meet the criteria for the discount.

Before awarding the discount we must consider the effect of carrying out the works ie the extent of the works required, the time necessary to carry out these works and the cost of undertaking the work.

If the property remains uninhabitable, unoccupied and unfurnished, after the discount period has expired (maximum 12 months) then unfortunately there are no further discounts available for the property and the full charge will become due.

Examples of works which may qualify	
<ul style="list-style-type: none"> • Major subsidence • Major underpinning – required to rectify or prevent further structural damage to the property • Major fire damage • Major flood damage • Major roof repairs leaving the property open to the elements for a substantial period of time 	<ul style="list-style-type: none"> • Major extensions which involve knocking through external walls • Moving load-bearing internal walls • Re-constitution of interior of property (e.g. changing from house to flats) • New damp proof course which result in major works • Works to eradicate dry / wet rot which results in major works
Examples of works which do not qualify	
<ul style="list-style-type: none"> • Redecoration/renovation/refurbishment • New kitchen or bathroom suite • Replacement of windows or gutters • Drainage & lack of sanitation facilities • Timber treatment • Disconnection of utilities 	<ul style="list-style-type: none"> • Plumbing and heating changes or installation • Re-wiring • Plastering • Removal of rubbish from property • Works to garden and outbuildings • New floor covering (e.g carpets and laminate)

If you believe that your property would meet the qualifying criteria then please complete and return the enclosed application form. You will also need to supply supporting documentation with your application form. Some of the documentation that we would consider include, but is not limited to the following:

- A qualified surveyors report predating the commencement of the work
- A specialist survey
- Builders schedule of works
- Dated photographs to demonstrate works required/being undertaken (before, during and after)

Please remember that the property must be unoccupied **and** substantially unfurnished to be eligible, and you are still required to pay your Council Tax charge for the property in line with your most recent bill whilst your application is being processed. However, if your application is successful then any overpayment will be refunded.

Yours sincerely

Miss Tracey Hooper
Revenue, Benefits and Fraud Manager

Please complete both sides of the form, sign and return

Application for Uninhabitable Discount

Full Name	
Current Address	
Daytime telephone & mobile number	
Email address	
Address of dwelling for which the discount is sought	

Date property became unoccupied and unfurnished (if known) ___/___/___

Grounds for application – please outline the details of the works required/being carried out, including an estimate of the length of time needed to complete the work

Total number of rooms in household:	
Total number of rooms affected by works:	

Planning application or building regulations reference number: _____

Name of Planning Officer of Building Control Inspector: _____

What is the intended use of the property once works have been completed?

Anticipated cost of works: £	Date work started:
	Date work due to finish:
	Date works completed:

Declaration

By signing this form I declare the following:

The information on this form is correct and complete to the best of my knowledge and belief. Once these details are received, you may be contacted to arrange an appointment for an inspection of the property if appropriate.

I understand that if I give false information or fail to tell the council of any change which affects my entitlement I could be liable to a penalty and/or prosecution under the Theft Act 1968.

Please note that should an exemption or discount be granted, it is your legal duty to inform the council within 21 days if the property becomes furnished or occupied.

Signature: _____

Date: _____

Please be advised that this Authority 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. I may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see our website <http://www.teignbridge.gov.uk/datasharing> or contact customer services on 01626 215000

The information you have given on this form will be put onto a computer system registered under the 1998 Data Protection Act.