



Unoccupied or Uninhabitable property discount

Please fill in this form to apply for this discount and send your completed form to:

Local Taxation Service
Cotswold District Council
Trinity Road
Cirencester
Gloucestershire
GL7 1PX

Date:

Council tax bill number:

Explanatory Notes and guidance

When a property is unoccupied and substantially unfurnished and it is either **uninhabitable, requiring major repair work or it is undergoing structural alteration**, it may be exempt from Council Tax.

You may be entitled to an exemption of up to 6 months from the date that the property became both unoccupied and unfurnished providing that the property is (a) undergoing major structural repair work or (b) is in need of major structural repair work to render it habitable.

A Property refurbishment that does not involve major structural repair or alteration will not qualify for this exemption.

‘Structural alteration’ means a change to the fabric of the property, such as an extension which would prevent occupation of the property. This may occur, for example, if a bungalow is being converted to a house or where there is the removal of a number of internal or external walls.

‘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. We may need to inspect the property before the work commenced in order to assess entitlement to the exemption.

For Example;

Roof – replacement of timbers
Outside walls – major subsidence
Replacement of lintels
Full excavation of floors
Severe rotting of joists / timbers
Damp – full plastering programme
Full active woodworm treatment
Replacement of lead pipes
Replacement of old plaster / lathe ceilings
Full electrical re-wire – dangerous
Fire precaution works

Exemption will not be awarded retrospectively.

The types of repair work and alteration that will not qualify a property for an uninhabitable property exemption include;

- Minor changes such as the addition of a porch
- Plumbing and heating changes or installation
- Replacement or repair of a bathroom/kitchen or any other fixtures/fittings.
- Rewiring
- Timber or damp proof treatment
- Re-plastering of walls/ceilings
- Drainage
- Repairs or renewals of services
- Maintenance such as repointing of brickwork or window/door replacement
- Redecoration.

With effect from the 1st of April 2013 this is a locally determined discount currently given for a maximum period of 6 months.

This application must be completed by the person who is liable to pay the council tax for the property or an agent acting on his/her behalf.

If the circumstances change you must notify this Council **immediately**.

If you wish to apply for this discount please complete this form and return it to the above address with any **supporting documentary evidence and photographs** as required.

All sections of this form **must** be completed. **Please check that your property complies with the defined criteria before you complete this application form.**

Section A: Details of applicant and Agent (if applicable)	
Name(s) of Liable Person(s)	
Current address and postcode	
Contact telephone number	
Email address	

Name of Agent (if applicable)	
Address and postcode	
Contact telephone number	
Email address	

Section B: Details of the unoccupied property	
Unoccupied property address and postcode	
Council Tax account number or property reference number	
Date property became unoccupied	
Date property became unfurnished	
Date property became uninhabitable	
Date repairs, improvements or reconstruction commenced	
<p>Details of the work being carried out; You must provide either a relevant surveyors report or invoices and receipts, making it clear that they relate to this property. Please provide an estimate of the length of time needed to complete the work required. Photographs can be provided in addition to the relevant surveyors report or invoices and receipts.</p>	

Section C: Have you applied for?

Planning Permission? If yes please provide the reference and date of the application

Home Improvement Grant? If yes please give the date of the application.

Please provide copies of any documentation relating to the above.

Section D: Future use

Please state below the intended future use of this property (e.g. to be occupied as your main residence; second home; holiday let; to be marketed for sale).

Declaration:

I declare that the information given on this application is accurate and undertake to notify you immediately if the circumstances change.

Your signature..... Date.....

Name Position

Data Protection: We must protect the public funds we handle, so we may use the information you have provided on this form to prevent and detect fraud. The information given may also be used for other Council purposes. We may check the information you have entered in question 3c with the Council Tax Department.