

Application for Council Tax Discount for Property Needing/Undergoing Major Repair Works

Please read the guidance notes overleaf before completing this form

Your details	
Your Name.....	
Your Current Address.....	
Contact Telephone No.....	E-Mail Address.....

Address of the property concerned
Type of property: <input type="checkbox"/> Detached <input type="checkbox"/> Semi – detached <input type="checkbox"/> Terrace <input type="checkbox"/> Bungalow <input type="checkbox"/> Flat <input type="checkbox"/> Unfurnished <input type="checkbox"/> Furnished <input type="checkbox"/> Beds <input type="checkbox"/> Sofa/Chairs <input type="checkbox"/> Table

What date will the repairs start?/...../..... When do you expect the works will finish?/...../.....

Details of repairs to be done (You must answer Yes or No to each question)	Yes	No	Any other details
Major fire/flood damage/subsidence.			
Structural alterations – replacement of brickwork due to movement/underpinning (<i>not cosmetic</i>).			
Major structural repairs to the roof - new roof or roof joists (<i>not minor repairs to roof e.g. slates, tiles, guttering</i>).			
Wall ties			
Full damp proof course			
New floors (<i>not just replacing floorboards</i>).			
Total replastering (<i>back to brickwork</i>) of the entire walls of the majority of the property			
Are you merging or splitting the property?			Planning Application No.....

Any additional information you wish to provide to support your application:

I declare that to the best of my knowledge the information I have given on this form is correct:

Signed:

Date:

Guidance Notes

To qualify for a 100% discount the property must be unoccupied and unfurnished and:

- a) requires or is undergoing **major** repair work to render it habitable; **or**
- b) is undergoing structural alteration; **or**
- c) has undergone major repair work to render it habitable, if less than six months have elapsed since the date on which the work was substantially completed and the dwelling has continuously remained vacant since that date; **or**
- d) has undergone structural alteration, if less than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained vacant since that date;

What do we mean by major repair works?

For the purposes of this discount, major repair works include structural repair works. We will consider the cost and extent of the work needed to make the property fit to live in and the time that work would take. We do not consider replacement, refurbishment or modernisation to be repairing the property. Works such as decorating, refitting a bathroom or kitchen, and minor repairs can all be carried out while you are living in the property and will not qualify for a discount. We will award a discount if we consider that the repairs are necessary.

What do we mean by structural alterations?

We will consider alterations made to supporting walls, in particular the use of rolled steel joists (RSJ)'s, but not the erection of stud partition walls

How long does the discount last?

Provided the property remains empty and unfurnished, the discount can apply for up to 12 months from when the property became uninhabitable or the structural alterations began. Once the repairs or alterations are considered to be complete and if the property is still unoccupied when the discount expires, you will be charged Council Tax until the property is occupied (this charge will apply even if the repair works are incomplete).

If the property becomes occupied, the discount will end on the date of occupation.

What if the works have already been completed?

You are more likely to make a successful claim if you inform the Council Tax Office before you complete the works. If the work is already complete you will need to provide supporting evidence such as copies of relevant estimates, structural surveys and receipts for works done. *It is unlikely that we will agree a backdated claim unless you provide this evidence.*

Claiming the discount

To claim the discount you must complete the form overleaf and provide evidence of the works needed. The sorts of evidence we will accept are copies of surveys and reports, photographs and quotes from builders. We may require an Enquiry Officer to inspect the repairs that are needed before they are started. If they have already been started, we may periodically review your application during the ongoing works.

If you need further guidance, please contact us at: Council Tax Office, Fylde Borough Council, Town Hall, St Annes, FY8 1LW

Or, phone 01253 478810 between 10.00am - 4.00pm Monday to Friday or email us at fyldevenues@blackpool.gov.uk