

APPLICATION FOR COUNCIL TAX DISCOUNT (UNINHABITABLE / MAJOR REPAIRS)

Application for discount in respect of an unoccupied dwelling undergoing structural alteration and/or major repairs (to render it habitable).

Address of Council Tax payer	Address of Dwelling for which discount claimed
Daytime telephone number:	
Date of purchase :	
Is the property furnished ?	YES / NO
Is the property unoccupied ?	YES / NO
If YES – state last date of occupation:	

Should any of the following **major repairs** be required, please supply **FULL DOCUMENTARY EVIDENCE**, e.g. surveyors/builders/insurance reports, estimates/quotes from tradesmen or invoices for on-going works:

1. ROOF

Renew/replace main timbers, joists etc	YES / NO
Rebuilding defective chimney stacks	YES / NO

2. EXTERNAL WALLS

Rebuilding defective external walls	YES / NO
Provision of damp-proof course following the rebuilding of defective external walls	YES / NO

3. FOUNDATIONS

Renewal or major repair to foundations	YES / NO
Underpinning substandard foundations	YES / NO

4. FLOORS

Replacing defective solid floors	YES / NO
Underpinning substandard floors	YES / NO

Continued overleaf....

5. INTERNAL

Replacing defective staircase	YES / NO
Replacing defective ceiling joists	YES / NO
Rebuilding defective walls	YES / NO

If you have answered **YES** to any of the above and/or you consider that the works required are on safety grounds to the roof, supporting walls, external walls and floor joists, **please supply full details and supporting documentation as requested overleaf:**

Are you carrying out the work yourself?	YES / NO
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If you have been in contact with anyone from the Planning or Building Control Departments here at West Lindsey, please supply their full names:

Date work started:		Expected date of completion:	
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I request the Council to consider whether the dwelling may be granted a discount from Council Tax. I will advise the Council as soon as the structural or major part of the works are completed or the dwelling is occupied, if earlier.

DECLARATION

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

Signature:		Date:	
Full Name (please print)		Mobile:	
Telephone number:		Email:	

For office use only

Award discount from	
Application approved by	
Updated by	

GUIDANCE NOTES – UNINHABITABLE PROPERTY UNDERGOING MAJOR STRUCTURAL ALTERATIONS OR MAJOR REPAIRS TO RENDER THEM HABITABLE

These notes are indicative only. Each case will be considered on its own particular merits. Please contact the council tax section if you have any queries regarding this discount.

Section one:- Major repair works include structural repairs and **will** include:

ROOFS	<ul style="list-style-type: none"> • Major repairs to roof structures. • Rebuilding defective chimney stack(s).
EXTERNAL WALLS	<ul style="list-style-type: none"> • Rebuilding defective walls. • Provision of dpc following rebuilding of defective walls.
FOUNDATIONS	<ul style="list-style-type: none"> • Repair/renewal of foundations. • Underpinning substandard foundations.
FLOORS	<ul style="list-style-type: none"> • Replacing defective solid floors. • Replacing defective floor joists.
INTERNAL	<ul style="list-style-type: none"> • Replacing defective staircase. • Replacing defective ceiling joists. • Rebuilding defective walls.

Section two:- These works do **NOT** constitute major repairs or structural alterations:

• Plumbing or heating.
• Replacement/repairs to sanitary fittings.
• Replacement/repairs to any other fittings/fixtures.
• Rewiring.
• Timber/damp proof treatments.
• Replastering (walls or ceilings).
• Drainage.
• Repairs or renewals of services.
• Maintenance, e.g. repointing, window/door replacement etc.
• Redecoration.

Where possible we would ask that you supply either a full builders, surveyors or insurance report with any application for this discount as it may be that we can award it without the need for an inspection.

PLEASE NOTE that a discount cannot be granted retrospectively and the decision made will be based on the condition of the property at the time of inspection or the date on the builders, surveyors or insurance report.