

# Application for Council Tax Discount (Uninhabitable - Class D dwellings)

If you need any help completing this form please phone the Council Tax Office on 01507 601111.

Please use **BLACK CAPITAL LETTERS**.

Account Number:

Property Reference:

This 25% Council Tax discount applies to properties that are unoccupied, unfurnished and uninhabitable. Please read our uninhabitable properties guidance notes before filling in this application.

## Section 1: Property Details

Property address:

Full name(s) of the owner(s) of the property:

What is the property type? (PLEASE TICK ✓)

House     Bungalow     Flat     Other (please specify):

How many different room types are in the property?

Please state the **TOTAL NUMBER** of rooms in each category (DO NOT TICK)

Living	Bedrooms	Bedsitting	Kitchens	Bathrooms	Toilets	Dining	Other (please specify):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What date was the furniture removed from the property?

If the property is furnished you will not qualify for the discount.

## Section 2: Work to be done

Which of the following applies to the property? (PLEASE TICK ✓)

Undergoing major repair work to make the property fit to live in.

Date the work started:.....

In need of major repair to make the property fit to live in.

Date the work has been required since:.....

Undergoing structural alteration.

Date the work started:.....

*Continued over*

Please give details of all work to be done:

What is the estimated total cost of the work to be carried out?

What date do you expect the works to be completed by?

We might need to arrange for someone to view the inside of the property before we can decide if this discount can be given. Please give the name and telephone number of the person who should be contacted to make this arrangement:

Name:

Tel:

**Checklist:** To complete your application, please provide the following evidence:  
If you do not provide this information we will be unable to process your application.

- Photographic evidence of each room within the uninhabitable property.
- Copies of quotes, invoices or any other documents to show the total cost of work to be carried out.

### Section 3: Declaration

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

Signed:

Date:

Full name:

Tel:

Email:

Home address:

**If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.**

If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax Office on 01507 601111 to check.

**WARNING: If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.**

## Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, East Lindsey District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.e-lindsey.gov.uk/privacy](http://www.e-lindsey.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.



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# Uninhabitable Properties (Class D dwellings) Notes

Subject to the time limits mentioned below you may be entitled to a 25% discount on your Council Tax if your property is:

- undergoing major repair work to make the property fit to live in
- in need of major repair to make the property fit to live in
- undergoing structural alteration.

**There must be no one living in the property and (unless it is a caravan or a boat) it must also be substantially unfurnished.**

**The uninhabitable discount cannot be applied in conjunction with any other reduction, including the unoccupied & unfurnished discount.** If the property became unoccupied and unfurnished on the same day it became uninhabitable, only the uninhabitable discount will apply.

The 25% discount will last for a maximum period of 12 months, even if the alterations or repairs have not been completed within this time period. If the work is completed in less than 6 months, the reduction will only apply for a further 6 months, provided that the property remains empty.

After the discount ends if the property remains empty, it will be treated as a 'long term empty dwelling' for which the relevant Council Tax charge would be payable. If the property has been empty for more than two years, an additional Long Term Empty Premium charge will be payable. The charge due will be determined by the date the property became empty. The empty date is solely property related and does not restart if the property changes hands.

If you are staying within the grounds of the property in a caravan, you will be considered as living in the property, therefore the reduction will not apply.

## What do we mean by 'major repair work' and 'structural alteration'?

### Major repair work

These items on their own are not considered major repair work but a combination of them might be:

- damp proof course
- electrical wiring
- plumbing (including replacing kitchens and bathrooms)
- floors
- windows, doors and frames
- roof coverings
- glazing
- connection of services (gas, electricity or water)
- plasterwork
- fireplaces (including cooking or heating facilities)
- staircases
- repairs to the structure of the building.

## Structural alteration

This means alteration to the essential and supporting framework of the building and it is likely to include alteration to:

- the foundations
- load bearing walls
- floor joists (1st floor and above)
- lintels and beams
- roof timbers (excluding lathes).

Each application will be decided on its own merit, based upon the level of repairs / structural alteration required, the size of the property and the costs involved.

**Please note that major repair work required or being undertaken to one part of the building would have to render the whole building uninhabitable for this discount to apply.**

## Applying for this discount

You will need to complete the Uninhabitable Properties application form and submit evidence of the work that has been, is being, or is going to be carried out.

Please provide the following:

- detailed photographic evidence of the property, showing all rooms that are affected, with each room identified
- proof of work by way of invoices for materials delivered to the property, or invoices provided by tradesmen that have done work at the property
- copies of quotations for the major repair work required or structural alteration being done.

Please note that we may arrange for a visit to your property to check that the details you have provided are correct and to help us decide whether or not this discount can be given.

Unfortunately we cannot be responsible for any charges incurred obtaining the requested evidence.

*The information in the guidance notes is a summary of the provisions made for Class D dwellings in the Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012 (SI 2012 No 2964) and in accordance with the scheme agreed by East Lindsey District Council.*

### Note

You must continue to pay in accordance with your most recent Council Tax bill, even if you have already applied for a discount. If your application is successful, you will receive an amended bill showing you the reduction awarded.

For further information about Council Tax, please visit our website at: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)

If you would like this information in another language, large print or Braille, please contact us on 01507 601111.



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