



## COUNCIL TAX DISCOUNT

### PROPERTIES UNDERGOING MAJOR REPAIRS OR STRUCTURAL ALTERATION

A dwelling may be eligible to receive a Council Tax discount of 50% if:

It is vacant (i.e. unoccupied and substantially unfurnished\*) and requires or is undergoing major repair works\*\* to make it habitable,

or

It is undergoing structural alteration\*\*\*, which has not been substantially completed.

#### NOTES

The maximum period for this discount is 12 months from the date that the above conditions are met. If the property is still unoccupied (and substantially unfurnished) after this period then a full charge is applicable.

**Please Note: This discount relates to the property and not the owner. This means that a new owner taking over a property where this discount has already been granted, will only be entitled to claim the remaining term of the 12 month period.**

\***Substantially unfurnished** is defined as a property where sufficient furniture has been removed to leave the property incapable of occupation. As a minimum, beds, chairs, tables, wardrobes, cabinets, televisions and personal effects would be expected to be removed.

\*\***Major repair work** is classed as substantial and extensive repairs that are necessary to render the property habitable. Please note that refurbishment work such as refitting a kitchen or bathroom, installing central heating, replacement windows, rewiring or redecoration would not normally be defined as major repair work.

\*\*\***Structural alteration** is defined as new or replacement masonry walls, lintels, brick piers, floor and roof joists, trusses, purlins or staircases. (These examples are not exhaustive but are indicative of the type of work required.)

The information requested overleaf will assist in deciding whether your property is eligible. If further details are required, we may contact you to arrange a personal visit to the property by one of our inspectors. Please ensure you include your telephone number so this can be arranged.

**Please complete the form in block capitals and with black ink. Please sign the declaration and return it to this office together with supporting evidence – without which the discount will not be considered.**

**You can hand the form in at our One Stop Shop or you can e-mail or post it to Revenues & Benefits Section, P.O Box 30, Town hall, Lancaster Rd, Preston, PR1 2GD.**

E-mail: [ctax@preston.gov.uk](mailto:ctax@preston.gov.uk) Web: [www.preston.gov.uk](http://www.preston.gov.uk)

Council Tax Reference Number: .....

Name(s) of owner/liable person(s): .....

Contact Address:.....

.....

Telephone Number: ..... Email address: .....

Address of empty property:

.....

.....

Date structural/major work started..... Estimated completion date.....

Is the property unfurnished? YES/NO

Have you applied for Building Regulations approval? YES\*/NO

\*Date application made: .....

The property requires/is undergoing structural alteration YES\*/NO

\*Please give details.....

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I believe that the above dwelling meets the discount criteria and I submit the following reasons and information to support my case (please continue on a separate sheet if necessary):

I enclose the following evidence to support my claim (please tick appropriate box/boxes):

Detailed surveyor's report  Photographs of work

Builder's estimates  Other

**Declaration**

I confirm that the information on this form is correct and authorise Preston City Council to check the details. If the property no longer meets the exemption requirements, I will notify Preston City Council immediately.

Signed: ..... Date .....

Print name here: .....

Preston City Council will use your information for Council Tax purposes and in a manner compatible with the Data Protection Act. Any disclosure or sharing of information will only take place where required or permitted by law. For further information visit [www.preston.gov.uk](http://www.preston.gov.uk)