



Council Tax

Discount Application: Major Repairs/Alterations



Qualifying Criteria

A dwelling may receive a 50% Council Tax discount 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 a discount should apply to your property. 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 return this form to us at Revenue Services, PO Box 4, Lancaster, LA1 1QR

Please note, you can email a copy of the completed form to us at lancasterctax@preston.gov.uk



Address of Empty Property:	
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Name (and contact address if different):	
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Is the Property Unfurnished?	Yes / No
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Have you applied for Building regulations approval?	Yes / No Date application made:
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The Property requires/ is undergoing structural alteration. (If yes, please give details)	Yes / No
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I believe the above dwelling meets the following 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)

<input type="checkbox"/> Detailed surveyor's report	<input type="checkbox"/> Photographs of work
<input type="checkbox"/> Builder's estimates	

Date structural/major work started:	Estimated completion date:

Signed:	Date:
Email:	Telephone: (In case we need to contact you)

The information I have provided is true to the best of my knowledge and belief. I understand that if I am awarded a discount/relief I must notify the council within 21 days if I am no longer entitled to that discount/relief or a smaller amount should apply and that failure to do so could lead to a fine of £70 being imposed. I also understand that if I give false information I may also be liable to prosecution.

Personal information will be kept safe and secure and will only be kept for as long as is necessary. Further information can be found in the Privacy Notice on the Council's website
<https://www.lancaster.gov.uk/council-tax/council-tax-privacy-notice>

