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Application for 100% Discount – Major Repair Work or Structural Alterations

The Council Tax (Prescribed Classes of Dwellings) (England) (Amendment) Regulations 2012, SI 2012 No 2964

Please read these notes before completing the application form.

The Council will grant a 100% discount from Council Tax providing the following conditions exist at the property:

The property is unoccupied and substantially unfurnished and,

- a) requires or is undergoing **major repair work** to render it habitable, **or**
- b) is undergoing **structural alteration** which has not been substantially completed, **or**
- c) has been unoccupied for a continuous period of less than six months since the repair work or such structural alterations were substantially completed.

It is important to note that the major repair work is required to make the property habitable. The Council's view of uninhabitable is a property that doesn't meet basic requirements in terms of hygiene, sanitation and risk to health and safety. Undertaking work which then renders the property uninhabitable will not meet the criteria. The term major work is not defined in the legislation other than to state 'major repair work' includes structural repair work. Over the years tribunal decisions have established the general principle that work which is carried out to make a property more comfortable or attractive is not major work.

Works such as refitting a kitchen, installing central heating or replacement windows, re-plastering or demolishing an internal wall will not ordinarily constitute 'major repair works'.

Structural alterations will usually require approval under building regulations. The Council's website gives details of the type of work that requires an application for building regulations approval.

If the property satisfies at least one of conditions above, please complete and return the enclosed form to the Local Taxation Team at the address at the head of this letter.

You must include supporting information such as a detailed surveyor's report, a detailed builder's estimate of works and photographs or a building regulations application number.

The Council may need to visit the property to determine that the conditions apply.

The maximum period for this discount is 12 months from the date that the above conditions apply.

Please retain this sheet for your information.

Application for 100% Discount – Major Repair Work or Structural Alterations

1. Applicant's name and contact address	
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2. Account reference number (from front of bill)	
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3. Address to which discount will apply (if different)	
	Postcode:

4. When did the repair work/ structural alterations commence and when is it hoped they will be complete?	Start date:
	Estimated completion date:

Please give details of the repair work or structural alterations to be carried out:

Kitchen	
Living/Dining Room	
Bedrooms	

Bathroom/Toilet	
Roof	
Extension(s)	
External Work	
Other- please specify	
5. Is anyone currently resident in the property?	
6. Was anyone resident prior to the works commencing?	

It is important that the best available documentation is submitted in support of this application.

I have enclosed the following information (Please tick as appropriate):

Detailed Surveyor's report	<input type="checkbox"/>	Detailed Builder's estimate of works	<input type="checkbox"/>
Photographs of the property	<input type="checkbox"/>	Other supporting documentation	<input type="checkbox"/>

Declaration:

I declare the information stated above is true and correct to the best of my knowledge and belief. I shall advise the Local Taxation Team if the circumstances change. I understand that making a false declaration could render me liable for prosecution. I authorise the Council to make such enquiries as it thinks fit to determine this application.

How we use your data

We are committed to protecting your personal data and privacy and to complying with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other privacy laws. The information you supply on this form will be used for the purposes of providing you with Council services and may be shared with our contractors and partners, who help to deliver our services. We will only retain your personal data for as long as necessary to fulfil the purposes it was collected for, after which time it will be securely deleted. For more information on how we protect your personal data, see our Privacy Policy.

Signature:

Print Full Name:

Date:

Email:

Telephone Number:

Capacity in which signed:

Contact Name/Address to arrange inspection:

Postcode:

Telephone Number:

For Official Use Only

Is there sufficient information to make a desktop decision?

Yes No

If no, property needs to be visited

Basis upon which decision has been made/Additional inspection notes

In the opinion of the Inspector, would a reasonable person consider it to be uninhabitable?

Yes from/...../..... No
Inspector's signature Date

Authorising Officer's comments

Approved from/...../..... Rejected
Authorising Officer's signature..... Date

Date of Notification to Taxpayer/...../.....