



Council Tax
Blaby District Council
Council Offices, Desford Road
Narborough
Leicester, LE19 2EP

Tel: (0116) 2727530

Fax: (0116) 2727591

Email: revenues@blaby.gov.uk

Application for a 50% discount from Council Tax due to major repair work or structural alteration (W)

Explanatory Notes and Guidance

If your property needs or is *undergoing structural alterations or major repair works* to make it habitable, you may get a 50% discount for up to 12 months. To get this discount, the property must be *unoccupied and substantially unfurnished**. After the 12 month period has expired, you will have to pay 100% Council Tax, even if the work has still not been completed.

***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.

“Structural alteration” means a change to the fabric of the property which should prevent occupation of the property, alteration or removal of a supporting, loadbearing wall. Anything that alters a load bearing surface that is supporting something greater than it’s own weight.

“Major repair works” means that the work required is such, that unless the work is carried out, the property will not be fit to live in – therefore the property must be uninhabitable before any work starts. We will need to inspect the property before the work commences in order to assess your entitlement to the discount.

By major repair works we mean underpinning, total replacement of floors, including new joists, damp proof membrane throughout the property, total replacement of ceilings or roof including new joists/timbers, total re-plastering (back to brickwork) of the entire walls of the majority of the property. This list is not exhaustive.

Work that does not qualify for a discount:

A property refurbishment that does not involve structural alterations or major repair works as defined above, will not qualify for this discount. Many vacant properties have repair work carried out prior to a new occupier moving in. This discount is not intended to cover situations where a property has outdated features, fittings and fixtures. Replacement, refurbishment or modernisation of e.g. kitchen, bathrooms, toilets; installation of replacement windows; central heating, rewiring, plastering etc. would not lead to a reduction because these are not considered to be major repairs.

The absence of a kitchen, bathroom or connection of services does not qualify for a discount because this is not classed as major. The total cost of the works is not a determining factor as to whether you will be granted a discount for the work.

Please note that in some cases it may be necessary to receive a visit from Blaby District Council’s property inspector in order to verify the extent of the work being completed.

All sections of this form **must** be completed. **Please check that your property complies with the defined criteria before you complete this application form.**

NOTE: If the work being done that has made a previously habitable property uninhabitable then the discount can only apply from the date the property became uninhabitable.

Section A

Name(s) of Liable Person(s):

Current Address:

Post Code:

Contact telephone number:

Email address:

Section B

Information About the Unoccupied Property

Unoccupied property address:

Post Code:

Council Tax account number or property reference:

Date of ownership:

Date property became unoccupied:

Date property became unfurnished:

Is the property undergoing structural repair work? (see definition) Yes / No

Is the property undergoing major repair works? (see definition) Yes / No

Date work is due to commence/commenced:

Expected date of completion:

Section C

Details of the Work Being Completed

Area	Work to be carried out	Inspectors Comments
Hall/Stairs/Landing		
Lounge		
Dining Room		
Kitchen		
Other Ground Floor		
Bathroom		
Bedroom 1		
Bedroom 2		
Bedroom 3		
Other Upper Floor		
Roof		

Section D

Please state below the intended future use of this property (e.g. to be occupied as your main residence; second home; to be marketed for sale).

Section E

Declaration

I declare that the information given on this application is accurate and undertake to notify you immediately if the circumstances change.

Signature:

Date:

*** The discount will not be awarded retrospectively unless there are exceptional circumstances. Failure to notify Blaby District Council at the time of the work commencing does not qualify as exceptional circumstances.**

Data Protection and Information Sharing

The personal information you supply to Blaby District Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may share this information, or obtain other information about you from other council departments, local authorities, government departments, law enforcement organisations or financial organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the [Data Protection Notice web page](#).

If you want further information about the data that we hold about you or your rights under the Data Protection Act then please email the Information Governance Team at GDPR@blaby.gov.uk

Customer's Additional Comments

Inspector's Additional Comments