

Council Tax

Properties needing structural alterations or major repairs

**Somerset West
and Taunton**

Revenues and Benefits

PO Box 866

Taunton

TA1 9GS

Tel: 0300 304 8000

Monday-Friday 8am to 6pm

Please read these notes before you fill in the form

We can treat a domestic property as uninhabitable if it is empty, unfurnished and needs, or is undergoing, major repairs to make it habitable.

What do we mean by unfurnished?

We treat a property as unfurnished if it no longer contains enough furniture to allow anyone to live there. As a minimum, we would expect that the property would not contain any kitchen equipment, beds, chairs, tables, wardrobes, cabinets, televisions or personal effects.

What do we mean by uninhabitable?

To qualify for a Council Tax discount the property must be vacant (not lived in), unfurnished and be undergoing major repair works to make it habitable.

What are major repairs?

- Substantial repairs to the main structure of the property, for example roofs, walls, foundations. Replacing a defective roof would probably be sufficient, but repairing a few tiles would not.
- We will consider the cost and extent of works needed to make the property fit to live in and the time the work would take. So individual works such as installing central heating, double glazing, re-plastering, rewiring, replacement of floors and ceilings would not be enough to qualify if taken individually, but we would take into account the aggregate effect of otherwise minor works, in assessing an application.
- General refurbishment or modernisation such as replacing old fashioned but serviceable kitchens and bathrooms will not be enough.

Structural alterations

To qualify, any structural alterations would have to be substantive, such as a large extension. Minor items such as putting in a roof window or a porch would not be sufficient.

How long does the discount last?

The discount can last for a maximum period of twelve months from when the property became uninhabitable and in need of major repair, or the structural alterations began. The discount applies to the property, irrespective of ownership. When the discount period ends, you must pay 100% of the full amount of Council Tax that is due if the property remains empty.

What do you need to do?

The information we ask for in this form will help us decide if your property is eligible. If we need more information we may contact you to agree a visit to the property by one of our inspectors, so make sure you tell us your telephone number.

Please fill in the form using **black ink**. Answer **Yes** or **No** questions by putting a tick ✓ in the relevant box. When you have filled in the form **make sure you read and sign the declaration**.

You can support your claim by providing the following proof:

- Detailed surveyor's report
- Builder's estimates
- Photographs of work

Please return it to: Somerset West and Taunton Council, PO Box 866, Taunton TA1 9GS.

Council Tax account / property number

Name of owner or person liable for Council Tax

Address this claim is for

Daytime telephone number

Email address

Date work started or is due to start

Estimated completion date

Is the property furnished?

Yes No

Have you applied for building regulations approval?

Yes No

If **yes**, on what date did you apply?

Does the property need or undergoing alterations?

Yes No

If **yes**, please give details

Tell us why you think the property qualifies for this discount (continue on a separate sheet if necessary)

Declaration

Even if someone has filled in this form for you, you must sign this declaration if you can. Read this declaration carefully before you sign and date it.

- **I declare** the information I have given on this form is correct and complete.
- **I agree** to tell the Council within 21 days of any change in my circumstances that may affect my claim for this discount or my right to this discount.
- **I understand** you could add a penalty of £70 to my Council Tax bill if I fail to tell you of a change affecting my right to this discount within 21 days, or if I give wrong or incomplete information.

Your signature

Date

Your full name

Somerset West and Taunton Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.