



Unoccupied or Uninhabitable property discount

Please fill in this form to apply for this discount and send it to:

Local Taxation Service
PO Box 303
Witney
OX28 1WP

Explanatory Notes and guidance

When a property is unoccupied and substantially unfurnished and it is either **uninhabitable, requiring major repair work or it is undergoing structural alteration**, it may be entitled to a Council Tax discount.

A Property refurbishment that does not involve major structural repair or alteration will not qualify for a discount.

‘Structural alteration’ means a change to the fabric of the property, such as an extension which would prevent occupation of the property. This may occur, for example, if a bungalow is being converted to a house or where there is the removal of a number of internal or external walls.

‘Major repair work’ 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 may need to inspect the property before the work commenced in order to assess entitlement to the discount.

For Example;

- Roof – replacement of timbers
- Outside walls – major subsidence
- Replacement of lintels
- Full excavation of floors
- Severe rotting of joists / timbers
- Damp – full plastering programme
- Full active woodworm treatment
- Replacement of lead pipes
- Replacement of old plaster / lathe ceilings
- Full electrical re-wire – dangerous
- Fire precaution works

Any discount will not be awarded retrospectively.

The types of repair work and alteration that will not qualify a property for an uninhabitable property discount include;

- Minor changes such as the addition of a porch
- Plumbing and heating changes or installation
- Replacement or repair of a bathroom/kitchen or any other fixtures/fittings.
- Rewiring
- Timber or damp proof treatment
- Re-plastering of walls/ceilings
- Drainage
- Repairs or renewals of services
- Maintenance such as repointing of brickwork or window/door replacement
- Redecoration.

This application must be completed by the person who is liable to pay the council tax for the property or an agent acting on his/her behalf.

If the circumstances change you must notify this Council **immediately**.

If you wish to apply for this discount please complete this form and return it to the above address with any **supporting documentary evidence and photographs** as required.

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

Section A: Details of applicant and Agent (if applicable)	
Name(s) of Liable Person(s)	
Current address and postcode	
Contact phone number Email address	
Name and address of Agent (if applicable)	
Agent Contact phone number Agent Email address (if applicable)	

Section B: Details of the unoccupied property

Unoccupied property address and postcode	
Council Tax account number or property reference number	
Date property became unoccupied	
Date property became unfurnished	
Date property became uninhabitable	
Date repairs, improvements or reconstruction commenced	

Details of the work being carried out;
You must provide either a relevant surveyors report or invoices and receipts, making it clear that they relate to this property. Please provide an estimate of the length of time needed to complete the work required. Photographs can be provided in addition to the relevant surveyors report or invoices and receipts.

Section C: Have you applied for?

Planning Permission? If yes please provide the reference and date of the application
Home Improvement Grant? If yes please give the date of the application.

Please provide copies of any documentation relating to the above.

Section D: Future use

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

Declaration:

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

Your signature..... Date.....

Name Position

Data Protection: We must protect the public funds we handle, so we may use the information you have provided on this form to prevent and detect fraud. The information given may also be used for other Council purposes. We may check the information you have entered in question 3c with the Council Tax Department.