



Property Reference Number

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Account No.

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Application for Council Tax Uninhabitable Exemption

Please read the accompanying guidance notes on page 3

Name of Taxpayer	
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Address of Property

	Postcode

Contact Address

	Postcode

Contact Telephone Number

Email Address

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Date all furniture has been/will be removed from property

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Is the property uninhabitable?

YES NO

Is the property undergoing major repair works to render it habitable?

YES NO

Is the property undergoing Structural alteration?

YES NO

If 'Yes' what date the works commence?

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Date electricity and water supply has been/will be disconnected
(if applicable)

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Please give full details of the work being carried out and forward any documentation e.g. surveyor's reports, builders estimates, invoices and photos.

Can our inspector gain access to the property? If so, how?

Date you intend/expect to refurbish the property (if applicable)

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I declare that the information given above is, to the best my knowledge, true and accurate.

Signed		Date	
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If you have any further queries or need help completing this form, please do not hesitate to contact the Council.

This document can be made available in large print, Braille, tape format or in other languages upon request

Guidance Notes

This form allows for Council Tax exemption to be sought for the following reason(s):

The property is **unoccupied** and,

- a) requires or is undergoing major repairs to make it habitable, or
- b) is undergoing structural alterations which has not been substantially completed, or
- c) has been vacant for a continuous period of less than six months commencing on the day on which such repair works were, or such structural alteration was substantially completed.

Note:

- **Major repair works includes structural repair works**
- **Works such as refitting a kitchen, installing central heating and/or decorating does not ordinarily constitute major repair works**