



Revenues Section - Council Tax

Altered / Repaired Property Exemption or Discount Application Form

Name
Address
.....
..... Postcode

Office use Only
Reference Number:
Date of Issue:
Please return by:
Enq Id:
Document Type: CTEX2

Information

If a property is vacant due to structural alteration or major repair work (structural or reconstruction work which would prevent occupancy), a reduction in Council Tax may be applicable. To qualify, one of the following conditions must be met:

1. If an unoccupied property is undergoing or has undergone structural repairs, improvement, or has been reconstructed, **exemption** may be awarded for a maximum period of up to 12 months from the last day that the property was occupied.
2. If you have become the owner of an unoccupied property which is undergoing or is in need of structural alteration or major repair work to make it habitable and it is over 12 months since the property was last occupied, a **50% discount** may be awarded for a period of up to 6 months from the property purchase date.

Note: If structural alterations or major repair work continues, or the property remains unoccupied and unfurnished beyond these exemption or discount periods, **10% discount** may be awarded.

How to complete the form

If you think that your property may qualify for an award of exemption or discount, please complete the two parts of this form using BLOCK CAPITALS and **black ink**.

Parts 1 and 2 should be filled in by the **liable person** (the person named on the bill).

If you would like any further information or help in completing this form,
please telephone **(01343) 563456**.

Any information given will be treated in the strictest confidence.

