

**Application for a Class D Discount:  
Properties undergoing Major Repairs or Structural Alteration**

Address for which you wish to claim a Class D discount:

.....  
.....

**Your Details**

Name: .....

Address: .....

.....

Telephone: .....

Email: .....

Are you the owner of this property?

YES / NO (Delete as applicable)

If NO please confirm your connection to the property and the owner's contact details below.

Connection: .....

Owner Details (if different to above):

Name: .....

Address: .....

.....

Telephone: .....

Email: .....

**Question 1:** Does the property require major repairs to render it habitable, or is it currently undergoing major repairs to render it habitable?

YES / NO (Delete as applicable)

**Question 2:** Is the property undergoing structural alteration?

YES / NO (Delete as applicable)

If you have answered YES to Question 1, you must complete **SECTION A** of this form.

If you have answered YES to Question 2, you must complete **SECTION B** of this form.



4. If work has already started, please confirm the date that repairs commenced:

.....

5. Please confirm the date by which you estimate all repair work will be completed:

.....

6. Please confirm the date that the property became unoccupied and unfurnished:

Unoccupied from: ..... (date)

Unfurnished from: ..... (date)

7. What is your estimated value of this property?

.....

In order to consider your application, the following evidence must be provided:

- A surveyor's report to confirm the property is uninhabitable
- Photographs showing the property in its uninhabitable state
- Invoices, receipts or quotes for the repair work

Without the information above we will be unable to award a discount. In addition to this you may also provide the following to support your application:

- Plans showing the intended repairs
- Photographs showing the work being undertaken (if work has started)
- Photographs showing the completed work (if work has been completed)

**Declaration: the person who has filled in this form must sign this declaration**

I confirm that the information I have given on this form is true and complete.

Signature: ..... Date: .....

**SECTION B**

Council Tax Account Reference: .....

**1. What structural alteration is taking place?**

.....  
.....  
.....  
.....  
.....

**2. On what date did structural alteration commence?**

.....

**3. Please confirm the date by which you estimate the structural alteration will be completed:**

.....

**4. Please confirm the date that the property became unoccupied and unfurnished:**

Unoccupied from: ..... (date)

Unfurnished from: ..... (date)

In order to consider your application, the following evidence must be provided:

- A structural survey or builders report to confirm the nature of the structural alteration
- Plans showing the intended alteration
- Photographs showing the structure prior to alteration
- Photographs showing the structure undergoing alteration

**Declaration: the person who has filled in this form must sign this declaration**

I confirm that the information I have given on this form is true and complete.

Signature: ..... Date: .....