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

**Please read policy before continuing**

Once the property has undergone major repair works to render it habitable and less than six months have elapsed since the work was substantially completed, and it has remained vacant throughout (the discount may continue for up to six months following completion of work, provided that the property remains unoccupied and unfurnished throughout the period, subject to a maximum discount period of twelve months).

|  |
| --- |
| Your Details.  Name: …………………………………………………………………………………………  Address:  **Please confirm the address that you are living in, whilst the major repairs are being carried out. If no alternative address is provided the discount cannot be awarded**  …………………………………………………………………………………………………  …………………………………………………………………………………………………  Telephone: ……………………………………………………………………………………  Email: ………………………………………………………………………………………… |

|  |
| --- |
| Address of property undergoing major repair.  …………………………………………………………………………………………………  …………………………………………………………………………………………………  Council Tax account Number: ……………………………………………………………..  Are you the owner of this property Yes / No:……………………………………………..  If No please provide owners details: ……………………………………………………...  …………………………………………………………………………………………………  ………………………………………………………………………………………………… |

|  |
| --- |
| Please confirm the date that the property became unoccupied and unfurnished  Unoccupied date from: …………………………………………………………………………  Unfurnished date from: …………………………………………………………………………  **If the property is not unoccupied and unfurnished the discount cannot be awarded** |

|  |
| --- |
| **1.** From what date do you consider property to be uninhabitable?  …………………………………………………………………………………………………… |

|  |
| --- |
| **2.** If work has already started, please confirm the date that repairs commenced:  …………………………………………………………………………………………………… |

|  |
| --- |
| **3.** Please confirm the date by which you estimate all repair work will be completed:  …………………………………………………………………………………………………… |

|  |
| --- |
| **4.** In what way do you consider the property to be uninhabitable? (Please give as much detail as possible and use a separate sheet if necessary.)  ……………………………………………………………………………………………………  ……………………………………………………………………………………………………  ……………………………………………………………………………………………………  ……………………………………………………………………………………………………  …………………………………………………………………………………………………… |

|  |
| --- |
| **5.** What is your estimated value of this property?  …………………………………………………………………………………………………… |

**6.** What repairs are required to render the property habitable? Please confirm the estimated time scales for each repair, the estimated cost of each repair, and confirmation of who will carry out each repair. (Use a separate sheet if necessary.)

**Repair Time Scale Cost**

e.g:-

…Damp Proof Membrane..…… ……6 Months..….. …£5,000……..…

…………………………………… …………………….. ……………………

…………………………………… …………………….. ……………………

…………………………………… …………………….. ……………………

…………………………………… …………………….. ……………………

…………………………………… …………………….. ……………………

**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: ………………………………