**Application for a Class D Discount:**

**Properties undergoing Structural Alteration**

**Please read policy before continuing**

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

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

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

1. What structural alteration is taking place?

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1. On what date did structural alteration commence?

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

 …………………………………………………………………………………………………………

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: ………………………………