

Please ask for: Revenues & Benefits Service

Direct Line: 0116 299 3900

Council Tax Ref:



Leicester City Council

On-Line Form

Council Tax Uninhabitable Property Application Form

Name and Home Address of Applicant

Name:.....

Address:.....

.....

Phone Number (to arrange inspection):.....

Revenues & Benefits Service

Ground Floor

Wellington House

22-30 Wellington Street

Leicester, LE1 6HL

Tel: 0116 299 3900

Fax: 0116 254 7322

Council.tax@leicester.gov.uk

Thank you for your enquiry for a Council Tax uninhabitable exemption for a property that you own. Please read the notes on the back of this form and then give the details asked for below.

Address you are Claiming Uninhabitable Exemption For

.....Postcode:.....

Details of Work

Please give details of the work being done on the property:

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

Please provide evidence of the above work, such as receipts, builder's estimates or a schedule of works. If a survey has been done, please send us a copy.

Without any of the above documents we may not be able to consider your application.

Has the work started yet? Yes If "yes, please give the exact date: ___ / ___ / ___

No If "No", when is the work due to start? ___ / ___ / ___

Has the work ended yet? Yes If "yes, please give the exact date: ___ / ___ / ___

No If "No", when is the work due to end? ___ / ___ / ___

Declaration

I declare that the details I have given on this form and any supporting documents are correct.

Applicant's Signature: Print Name:.....

Date:..... Phone Number:.....

Please return this completed form and the supporting documents to: FREEPOST RRBZ-TECL-GRLZ, Leicester City Council, Adults & Housing Department, Revenues & Benefits Service, Wellington House, 22-30 Wellington Street, Leicester LE1 6HL. (No stamp is needed.) If you have any further questions, please contact us on 0116 299 3900

Council Tax Uninhabitable Property Exemption – Notes to Help You

If after reading these notes you have any more questions about the exemption, please contact us on 0116 299 3900, or by any of the other methods shown on the front of this form.

When does the uninhabitable exemption apply?

The exemption can only be given if a property is unfurnished, no one lives there, and the property either:

- Requires or is undergoing major repair works to make it fit to live in, or
- Structural alterations are in progress.

What is “major repair work”?

Council Tax law does not explain what major work is; however as a guide, our inspectors will be looking for evidence of the following:

- ❖ Considerable roof repairs
- ❖ Work to supporting walls and internal floor joists
- ❖ Damp proofing, replastering, rewiring, replumbing
- ❖ Replacement doors, windows, ceilings and floors.

No single feature will definitely mean the exemption will be given, as we need to look at the nature and extent of work to the property as a whole. Redecoration or work to update a room like a kitchen or bathroom will not be sufficient, as these are improvements instead of repairs to existing facilities.

Who makes the application for this exemption?

- The person who pays the Council Tax bill makes the application; this is likely to be the owner.

How long does the exemption last for?

- Up to 6 months after the main works or alterations are finished, provided the property remains unoccupied and unfurnished (vacant).
- The maximum period of exemption however is 12 months, starting from the date the exemption first applies. Once the 12 months have ended, the full Council Tax charge is payable even though no one is living at the property.
- **If you have bought a property as an investment that is already in a poor state of repair and we have previously given the maximum 12 months exemption, you will not be given a further exemption. This is because the exemption is based on the property’s circumstances, and not the change in ownership.**

For example:

- Work starts 1st April 2005, is finished by 1st October 2005, and the property stays vacant until it is sold on 1st February 2006. No charge is payable as the total period of being uninhabitable and then vacant is 10 months.
- Work starts 1st April 2005, is finished by 1st February 2006, and the property stays vacant until it is sold on 1st June 2006. Charges are payable from 1st April 2006 as the maximum 12 month exemption period has ended.

How do I get the exemption?

- Fill in this application form and send it to us with the evidence to support your claim to the address shown on the front of this form.
- Before we give an exemption one of our officers will contact you to arrange to visit the property to check the application details. We will agree a date and time for the visit. Our officers will show you their identity card when they visit so you know who they are.
- If you are entitled to the exemption you will be sent a letter to confirm this, and a new council tax bill will be issued that shows there is nothing to pay.

Can I make a backdated claim for the exemption after the work is done?

Usually we will only consider a backdated claim if you have acceptable documents that prove the nature and extent of the work that has been done. The kinds of documents needed include surveys, receipts for materials, builder’s estimates, a schedule of works or photographs of the work done.

What if we don’t give you the exemption?

- We will write to you to explain why we believe you should not get the exemption.
- If you do not agree with our reason you need to write to us to explain why.
- We will review our decision and if we still do not give you the reduction we will explain how you can appeal to a tribunal to decide the matter.

This form is an application under Regulation 8 of the Council Tax (Administration & Enforcement) Regulations 1992 (SI 1992/613). The personal information requested on this form is requested by law for council tax purposes. It may also be shared, by law, with other councils and with law enforcement agencies for the prevention or detection of crime, or the apprehension or prosecution of offenders.