

GUIDANCE NOTES – UNINHABITABLE PROPERTY DISCOUNT

Definition: The dwelling requires/is undergoing major repair works to render it habitable. The dwelling is undergoing structural alteration which has not been substantially completed.

Major repair works include structural repairs and **will** include:

ROOFS	<ul style="list-style-type: none">• Major repairs to roof structures.• Rebuilding defective chimney stack(s).
EXTERNAL WALLS	<ul style="list-style-type: none">• Rebuilding defective walls.• Provision of dpc following rebuilding of defective walls.
FOUNDATIONS	<ul style="list-style-type: none">• Repair/renewal of foundations.• Underpinning substandard foundations.
FLOORS	<ul style="list-style-type: none">• Replacing defective solid floors.• Replacing defective floor joists.
INTERNAL	<ul style="list-style-type: none">• Replacing defective staircase.• Replacing defective ceiling joists.• Rebuilding defective walls.

West Yorkshire Valuation Tribunal decision November 1992

“applies to works required on safety grounds to the roof, supporting walls, external walls and floor joists”.

It should be noted that properties condemned as unfit for human habitation by the Environmental Health Department have a separate exemption, which is Class G, and do not qualify for the uninhabitable discount.

The uninhabitable discount cannot be granted retrospectively and the decision made will be based on the condition of the property at the time of inspection.

**COUNCIL TAX
UNINHABITABLE DISCOUNT APPLICATION FORM**

Property address:

*Before completing this form, please read the Guidance Notes enclosed.
Please answer **every question**, deleting YES/NO where necessary. Please note that **YES** will be required in at **least one category** in order to qualify*

Owners name(s):

Home Address:

Date of **purchase**:

Is the property **furnished**?

Is the property **unoccupied**?

If **YES** – state last date of occupation:

Should any of the following major repairs be required, please supply FULL details overleaf

1. ROOF

Renew/replace main timbers, joists etc:

Rebuilding defective chimney stacks:

2. EXTERNAL WALLS

Rebuilding defective external walls:

Provision of damp-proof course following the rebuilding of defective external walls:

3. FOUNDATIONS

Renewal or major repair to foundations:

Underpinning substandard foundations:

4. FLOORS

Replacing defective solid floors:

Underpinning substandard floors:

5. INTERNAL

Replacing defective staircase:

Replacing defective ceiling joists:

Rebuilding defective walls:

Continued overleaf...../

Council Tax, Revenues Section

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If you have answered **YES** to any of the above and/or you consider that the works required are on safety grounds, **please supply full details.**

Date work **started:**

Expected date of **completion:**

I request the Council to consider whether the dwelling may be granted discount status from Council Tax. I will advise the Council as soon as the structural or major part of the works are completed or the dwelling is occupied, if earlier.

DECLARATION

I declare that the information given above is correct to the best of my knowledge and belief.

Signature:	<input type="text"/>	Date:	<input type="text"/>
Full Name (please print):	<input type="text"/>	Mobile:	<input type="text"/>
Telephone Number:	<input type="text"/>	Email:	<input type="text"/>

For further information about your Council Tax exemption, discount and benefit, please visit our website **www.northumberland.gov.uk** or call (01670) 624884. If you require this information in large print or Braille, please contact (01670) 624884

