



# Northumberland County Council

**Your ref:**  
**Our ref:** CLASSA/  
**Enquiries to:** Council Tax Section  
**Email:** [counciltax@northumberland.gov.uk](mailto:counciltax@northumberland.gov.uk)  
**Tel direct:** 0345 6006400  
**Date:**

Dear

## **Council Tax – Uninhabitable Property Discount**

Property

A dwelling can be subject to discount for a period of up to 12 months if it is vacant (both unoccupied and substantially unfurnished) and either:

- requires or is undergoing major repair works to render it habitable, or
- is undergoing structural alteration which has not been substantially completed.

From 1st April 2013 to 31st March 2018 Northumberland County Council awarded 0% discount on uninhabitable properties; however from 1st April 2018 a 100% discount can be awarded for a period of up to 12 months.

Where major repair work is required or underway the discount will continue for a maximum period of 12 months, however as soon as the major repairs are considered complete the discount will be granted up to a further 6 months maximum (subject to the overall 12 months rule)

The discount starts from the date the premises is considered to require major repair work, so for properties that were assessed as uninhabitable prior to 1st April 2017 a 0% discount is applicable. Properties assessed as uninhabitable from 2nd April 2017 will receive 100% discount but only for the remaining period from the first assessment e.g. if assessed on 1st June 2017 as uninhabitable there would be 0% discount until 31st March 2018 then 100% discount from 1st April 2018 up to 31st May 2018 providing major works are still outstanding.

In order that your application may be considered, please complete and return the enclosed application form. To assist your application, please read the guidance notes overleaf.

### **Council Tax, Revenues Section**

County Hall, Morpeth, Northumberland, NE61 2EF  
Tel: 0345 6006400 Email: [counciltax@northumberland.gov.uk](mailto:counciltax@northumberland.gov.uk)  
[www.northumberland.gov.uk](http://www.northumberland.gov.uk)



Should you require any further information or assistance, please contact the Council Tax Registration Team.

Yours sincerely

Council Tax Officer

Encls

## 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:

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

### 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**



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:**

	<b>Property Address:</b>

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

<b>1. ROOF</b>	Renew/replace main timbers, joists etc:	<input type="text" value="YES / NO"/>
	Rebuilding defective chimney stacks:	<input type="text" value="YES / NO"/>
<b>2. EXTERNAL WALLS</b>	Rebuilding defective external walls:	<input type="text" value="YES / NO"/>
	Provision of damp-proof course following the rebuilding of defective external walls:	<input type="text" value="YES / NO"/>
<b>3. FOUNDATIONS</b>	Renewal or major repair to foundations:	<input type="text" value="YES / NO"/>
	Underpinning substandard foundations:	<input type="text" value="YES / NO"/>
<b>4. FLOORS</b>	Replacing defective solid floors:	<input type="text" value="YES / NO"/>
	Underpinning substandard floors:	<input type="text" value="YES / NO"/>
<b>5. INTERNAL</b>	Replacing defective staircase:	<input type="text" value="YES / NO"/>
	Replacing defective ceiling joists:	<input type="text" value="YES / NO"/>
	Rebuilding defective walls:	<input type="text" value="YES / NO"/>

Continued overleaf...../

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:		Date:	
Full Name (please print):		Mobile:	
Telephone Number:		Email:	

For further information about your Council Tax exemption, discount and benefit, please visit our website **[www.northumberland.gov.uk](http://www.northumberland.gov.uk)** or call 0345 6006400. If you require this information in large print or Braille, please contact 0345 6006400

