

Application for Council Tax Discount (Uninhabitable - Class D dwellings)

If you need any help completing this form please phone the Council Tax Office on 01775 761161.
Please use **BLACK CAPITAL LETTERS**.

Account Number:

Property Reference:

This 25% Council Tax discount applies to properties that are unoccupied, unfurnished and uninhabitable. Please read our uninhabitable properties guidance notes before filling in this application.

Section 1: Property Details

Property address:

Full name(s) of the owner(s) of the property:

What is the property type? (PLEASE TICK ✓)

House Bungalow Flat Other (please specify):

How many different room types are in the property?

Please state the **TOTAL NUMBER** of rooms in each category (DO NOT TICK)

| Living | Bedrooms | Bedsitting | Kitchens | Bathrooms | Toilets | Dining | Other (please specify): |
|--------|----------|------------|----------|-----------|---------|--------|-------------------------|
| | | | | | | | |

What date was the furniture removed from the property?

If the property is furnished you will not qualify for the discount.

Section 2: Work to be done

Which of the following applies to the property? (PLEASE TICK ✓)

Undergoing major repair work to make the property fit to live in.

Date the work started:

In need of major repair to make the property fit to live in.

Date the work has been required since:.....

Undergoing structural alteration.

Date the work started:

Continued over

Please give details of all work to be done:

What is the estimated total cost of the work to be carried out?

What date do you expect the works to be completed by?

We might need to arrange for someone to view the inside of the property before we can decide if this discount can be given. Please give the name and telephone number of the person who should be contacted to make this arrangement:

Name:

Tel:

Checklist: To complete your application, please provide the following evidence:

If you do not provide this information we will be unable to process your application.

- Photographic evidence of each room within the uninhabitable property.
- Copies of quotes, invoices or any other documents to show the total cost of work to be carried out.

Section 3: Declaration

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

Signed:

Date:

Full name:

Tel:

Email:

Home address:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax Office on 01775 761161 to check.

WARNING: If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, South Holland District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website www.sholland.gov.uk/privacy for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.



PSPS
Public Sector Partnership Services Ltd

Delivering services for

