

Please complete and return this form to:
Revenues, Benefit & Customer Services
District Council House, Frog Lane,
Lichfield, Staffordshire, WS13 6YX

Your Name:
Your Address:

Web Download
Contact Lichfield Connects : 01543 308900
Email: Revenues@Lichfielddc.gov.uk

Account reference number:

Application for Structural Alterations Discount

If the property requires or is undergoing structural alterations or major repair works to make it habitable, you may qualify for a 50% discount for a maximum period up to 12 months. The property must be unoccupied and substantially unfurnished. After the 12 month period has expired, you will have to pay 100% Council Tax, even if the work has still not been completed.

If the property has been continually unoccupied and unfurnished for 2 or more years and subject to a long term empty premium prior to any work commencing, NO structural alterations discount can be awarded.

Explanatory Notes and Guidance

- **Substantially unfurnished**

This is defined as a property where sufficient furniture has been removed to leave the property incapable of occupation. As a minimum, beds, chairs, tables, wardrobes, cabinets, televisions and personal effects would be expected to be removed.

- **What is structural alteration**

A change to the fabric of the property which should prevent occupation of the property, alteration or removal of a supporting, loadbearing wall. Anything that alters a load bearing surface that is supporting something greater than its own weight.

- **What is major repair works**

The work required is such, that unless the work is carried out, the property cannot be fit to live in therefore the property must be uninhabitable and in an overall poor condition prior to any work begins. We may need to inspect the property before the work commences in order to assess your entitlement to the discount however if the property has been recently purchased we may also require to view internal photographs from the sale documents

Examples of major repair works - Underpinning, total replacement of all floors, including new joists, damp proof membrane throughout the property, total replacement of ceilings or roof structure including new joists/timbers, total re-plastering (back to brickwork) of the entire walls of the majority of the property. This list is not exhaustive.

- **What does not qualify for the discount**

A property refurbishment that does not involve structural alterations or major repair works as defined above, will not qualify for this discount. Many vacant properties have repair work carried out prior to a new occupier moving in. This discount is not intended to cover situations where a property has outdated features, fittings and fixtures. Replacement, refurbishment or modernisation of e.g. kitchen, bathrooms, toilets; installation of replacement windows; central heating, rewiring, plastering etc. would not lead to a reduction because these are not considered to be major repairs.

The absence of a kitchen, bathroom and/or connection of services does not qualify for a discount because this is not classed as major works.



Address of property subject to works	
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Is the property undergoing structural repair work?	YES / NO
Is the property undergoing major repair works?	YES / NO

Please give details of the ALL structural alterations or major works to the property

Please state below the intended future use of this property once works have been completed e.g. to be occupied as your main residence; second home; to be marketed for sale etc

Date property became unoccupied and unfurnished	
Date work commenced	
Estimated date all work will be completed	
Date planning permission granted (if applicable)	
Date of demolition (if applicable)	

The council is not obliged to accept backdated claims, however we may consider retrospective applications where there is substantive documentary evidence with time stamped photographs of the property in its original state prior to any works commencing, photos of works being undertaken and photos of the completed works.



DECLARATION:

I declare that the information given above is true and accurate to the best of my knowledge.

I understand I must notify you of any change of circumstances which may affect any discount I receive within 21 days and failure to do so may result in a penalty being incurred. I understand it is a criminal offence to supply false information or receive a discount I am not entitled to.

You should continue to pay in accordance with your latest bill until you are notified of any decision.

Signature		Date	
Print			
Contact Number			
Email Address			

Data Protection and General Data Protection Regulation (GDPR)

The law allows us to process your ordinary personal data either because it is necessary to do so to perform a task carried out in the public interest, or in the exercise of official authority vested in us. Please read our privacy notice at www.Lichfielddc.gov.uk/rbprivacy on how we will use your personal data and who we may share it with. A paper copy is available on request.

