

THURROCK COUNCIL

P.O. Box 1, Civic Offices, New Road, Grays Thurrock, Essex RM17 6LT
Tel: 01375 652875 **DIRECT LINE** Fax: 01375 652359 e-mail: counciltax@thurrock.gov.uk
Thurrock Council Welcomes Typetalk Calls

COUNCIL TAX EXEMPT DWELLINGS ORDER 1992 (AS AMENDED)

APPLICATION FOR EXEMPTION IN RESPECT OF AN UNOCCUPIED DWELLING UNDERGOING STRUCTURAL ALTERATION AND/OR MAJOR REPAIRS (TO RENDER IT HABITABLE)

Address of Council Tax Payer

Address of Dwelling for which exemption claimed

Please read the notes overleaf before proceeding to complete this form.

Please complete one of the boxes below, or both if applicable.

STRUCTURAL ALTERATIONS
I am applying for an exemption from ____/____/____ because the dwelling is unoccupied and undergoing the following structural alterations:

MAJOR REPAIRS TO RENDER DWELLING HABITABLE
I am applying for an exemption from ____/____/____ because the dwelling is unoccupied and undergoing the following major repairs to render it habitable:

Declaration

I confirm that the above information is true and correct.

I understand that it is a criminal offence under the Theft Act 1968 to supply false information to obtain a monetary advantage, and Thurrock Council will prosecute fraudulent claimants.

I understand that the above information will be used to assess any entitlement to a Council Tax exemption.

I understand that it may be also be used for other purposes within the Council Tax Section and that it may also be shared within the Council and with other Councils and other public bodies to help in the assessment and collection of Council Tax, to assess eligibility for Housing Benefit, to help in the assessment and collection of other Taxes and Duties, to help detect and prevent crime, and to carry out other public duties.

Signed:	Print Name:	Date:
Daytime phone No :		
Thurrock Council Use		

Issued by (User I.D.):	Date:	UPRN:
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GUIDANCE NOTES - PROPERTIES UNDERGOING MAJOR STRUCTURAL ALTERATIONS OR MAJOR REPAIRS TO RENDER THEM HABITABLE

These notes are indicative only. Each case will be considered on its merits. Please do not hesitate to contact the Council Tax Section to discuss your particular situation.

Backdating

The Council is not legally obliged to accept backdated claims. We will consider doing so, however, but only if very substantive documentary and/or dated photographic evidence of the structural alterations or repairs is supplied.

Structural Alterations

To qualify, any structural alterations would have to be substantive such as a large extension. Minor items such as putting in a roof window or a porch would not be sufficient. We should be notified before work starts as an inspection will be necessary.

Major Repairs to Render Habitable

Repairs must be both major and required to render the property habitable. The property must therefore be uninhabitable before work starts.

We should be notified before work starts, so we can inspect the property and decide if it is uninhabitable. If we are not notified until after work starts, we will need substantive documentary and/or photographic evidence, such as a surveyor's report, predating the commencement of the work showing that the property was uninhabitable before work started.

In the absence of this, an exemption will not be considered.

Deciding whether a property is uninhabitable can be difficult. A property that is semi-derelict is clearly uninhabitable. We would, however, consider that a property which is basically sound but in need of updating, refurbishment and redecoration is inhabitable.

We consider major repairs to be substantial repairs to the main structure of the property, e.g. roofs, walls, foundations. Replacing a seriously defective roof would probably be sufficient, repairing a few tiles would not.

General refurbishment such as replacing old fashioned but still serviceable kitchens and bathrooms will not be enough.

Individual works such as installing central heating, double glazing, replastering, rewiring, replacement of floors and ceilings would not be enough to qualify if taken individually, but we would consider the aggregate effect of otherwise minor works in assessing an application.

It is important that we are notified before work starts, or very soon after, as all claims are verified by inspection. We are not obliged to consider backdated claims and, if we do so, it will only be if very substantive documentary and/or photographic evidence is supplied to support the claim.