**COUNCIL TAX**

**DISCOUNT FORM – CLASS D**

Charnwood B. C.  - Council Tax, Southfield Road,

Loughborough, Leicestershire, LE11 2TX

TEL: 01509 634666

E-MAIL: council.tax@charnwood.gov.uk

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| --- | --- | --- | --- | --- |
|  | Account No: | Property Reference: | Date: | |
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This form constitutes an application under Regulation 8 of the Council Tax (Administration & Enforcement) Regulations 1992 (SI 1992 No. 613). **Please read the declaration below then complete and sign the form, if appropriate, and return it with the documents requested below to Charnwood Borough Council, Council Tax Dept,** Southfield Road,

Loughborough, Leicestershire, LE11 2TX**.**A Council Tax Assistant will then inspect the property and, if your application is successful, you will receive a revised Council Tax bill. In the meantime, bills already issued must be regarded as correct and due for payment as requested. Please note, retrospective applications will not be accepted without substantial and indisputable documentary evidence.

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| **Property Address :** **,** **,** **,** **,** . |

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| **The above property:** | | |
| **requires or is undergoing major repair works to render it habitable; or** |  | **Yes/No** |
| **is undergoing structural alteration which has not yet been substantially**  **completed; or** |  | **Yes/No** |
| **has been vacant for a continuous period of less than 6 months from the day**  **on which such repair works were, or such structural alteration was,**  **substantially completed** |  | **Yes/No** |

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| **Date of purchase:** |  | **Date Property became unfurnished:** |  |
|  |  |
| **Date work began:** |  |

*In order to claim a discount, the work being carried out must be major or structural (****not cosmetic****). This form must be fully completed for all applications. Brief and unclear descriptions should be avoided and may result in the return of this form for an acceptable description.*

**Please Note:**  It is important that the best available documentation is submitted in support of this application, one of which must be a **detailed schedule of works**. Estimates should be obtained from a source independent of the owner and should be of legible quality.

**Internal Work :** Please describe exactly the work taking place/required and areas of the property involved.

**External Work:** Where part or complete re-builds of walls are concerned, please state whether the rebuild includes both exterior and interior brickwork.

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| **DECLARATION:**  **I declare that the information given above is correct to the best of my knowledge. I verify that I am the owner or person responsible for the above property and I hereby claim a Council Tax discount in respect of this property. I undertake to advise the Revenues Manager within 21 days of any change in circumstances affecting exemption entitlement or if ownership of the property passes from me. I understand that it is a criminal offence to receive a discount to which I am not entitled and I also understand that it is an offence to give false information. The latter could make me liable for a penalty of £50 for a first offence and £200 for each subsequent offence.** | | | |
| **Full Name:** |  | **Date:** |  |
| **Signed:** |  | **Telephone No. – Day:** |  |
| **Eve:** |  |

**SCHEDULE OF WORKS**

Please list below details of the major repair works and/or structural alterations involved, indicating the date on which the work was or is expected to be completed. Please continue on an additional piece of paper if needed.

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|  | **DETAILS OR WORK UNDERTAKEN / TO BE UNDERTAKEN** | **DATE COMPLETED / TO BE COMPLETED** |
| KITCHEN |  |  |
| LIVING/DINING ROOM |  |  |
| HALLWAY/LANDING |  |  |
| BEDROOMS |  |  |
| EXTENSION(S) |  |  |
| ROOF |  |  |
| EXTERNAL WORK |  |  |
| Any additional work |  |  |

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| **What are your intentions as to the future of the property, once the work has been completed?** |

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| **Where is your main residence? This must be the address where you are currently resident, and not just a correspondence address.** |

**PLEASE NOTE ANY EVIDENCE SUBMITTED WILL NOT BE RETURNED UNLESS A STAMPED ADDRESSED ENVELOPE IS SUPPLIED**

Data Protection  
For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.chanwood.gov.uk/privacynotice.