



COUNCIL TAX
PO BOX 542
SALE
M33 0GD

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Director of Finance and Systems

Trafford Council
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Council Tax reference number -

Name and full residential address of applicant:	Address of property which this claim relates:

Details of Claim:

The property which the claim relates to must be an unoccupied and unfurnished dwelling which either:

- Requires, or is undergoing major repair work to render it habitable, or
- Is undergoing structural alterations, which have not been substantially completed.
- Has undergone major repair work or structural alteration to render it habitable, if less than six months have passed since the date on which the work was substantially completed and the dwelling has continuously remained vacant since that date.

If you are eligible for the discount, a 100% discount will start from the date the premises qualify and will continue for a maximum of 12 months. However as soon as the repairs/structural alterations are considered complete discount will be granted up to a further 6 months maximum (subject to the overall 12 months rule).

Are you are changing the use of the dwelling – please enter Yes or No in this box

Examples of this are:

- Converting a house to flats
- Converting flats to a house
- The property is to be demolished

Guidance Notes

Major repair works –

These must be required to render the property habitable and the extent of those repairs will determine whether they are deemed 'major'.

Major repairs are normally considered to be those which affect the *fabric of the premises* including (but not limited to):

- Major roof or external wall repairs,
- Foundation work and work relating to supporting walls.
- Major fire or flood damage repairs
- Major repairs to floorboards and joists.

Non-qualifying work includes (but is not limited to):

- Replacement of plumbing, wiring, bathrooms, kitchens, flooring, doors, windows.
- Eradication of minor damp problems.

The Council Tax service assess whether the property was in need of major repair work before the commencement of the work rather than as a result of the work, therefore, if a property becomes uninhabitable because the bathroom and kitchen have been removed for replacement this would not generally constitute a need for 'repair'.

Structural alteration –

This must include changing the dwelling in some physical way from what it was to something different. For example, repositioning of interior walls and adding an extension which involves knocking through exterior walls.

Please provide the following information:

TO PREVENT ANY DELAYS PROCESSING YOUR APPLICATION PLEASE ENSURE THAT THE FORM IS COMPLETED IN FULL AND RETURNED WITH:

- THE SCHEDULE OF WORKS*
- SURVEYOR'S REPORT (IF APPLICABLE)*
- SUPPORTING EVIDENCE (SUCH AS PHOTOS, RECEIPTS AND INVOICES)*

ONCE THE APPLICATION IS RECEIVED WE MAY CONTACT YOU TO ARRANGE AN INSPECTION.

Date you purchased the property

Is the property unoccupied?

Is the property unfurnished?

If the property is unfurnished, please provide the date the furniture was removed.

Does the property require major repair work to render it habitable (or has major repair work recently been completed)?

Is the property undergoing structural alteration?

What date are the works expected to complete? *(if already complete please provide date)*

Address you are / were resident at whilst above property is / was vacant (if different):

What are your future intentions for the property once the work has been completed? (For example will it be for let/sale?)

Contact details: *(Contact details will be required in the event that an inspection of the property needs to be arranged)*.

Phone:

Email:

Evidence of works required, underway or recently completed

You must provide a detailed list of works as requested in the 'Schedule of Works' section below.

Room/location (e.g. bedroom/roof)	Details of major or structural works	Start date of work	Completed /estimated completion date	Cost (£)

Please provide photographs to support the application.

I have included photographs of the following;

External front view of property	Major fire damage
External rear view of property	Major flood damage
Floor removed	Foundation work
Internal walls removed	Other work
Internal walls taken back to brick	
Roof removed	

DECLARATION: I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information.

YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED.

Full name:

Signed:

Date:

If completing this form digitally - please save the document and email to **council.tax@trafford.gov.uk** with the supporting evidence for assessment.

If completing this form on paper - please email a scan of the completed form to **council.tax@trafford.gov.uk** with the supporting evidence for assessment, or send to **Trafford Council, PO Box 542, Sale, M33 0GD.**