

For Office Use	
Our Ref:	
Date received	

Director of Customer Services  
 Allerdale Borough Council  
 Allerdale House  
 Workington  
 CA14 3YJ

tel: 01900 702530  
 fax: 01900 702791  
 email: revenues@allerdale.gov.uk



Local Government Finance Act 1992  
 Please complete in **BLOCK CAPITALS** and **BLACK INK**

## Council Tax Application for Exemption On Uninhabitable Grounds

The Council Tax Exemption is applicable to a **vacant** dwelling (i.e. one which is both unoccupied and substantially unfurnished) if it:-

- (a) Requires or is undergoing **major** repair works to render it habitable; or
- (b) Is undergoing **structural** alteration that has not been substantially completed.

Provided the dwelling remains **vacant**, a further Exemption is applicable for 6 months after the day on which repairs or alterations were substantially completed, provided the total period of exemption under this class does not exceed 12 months.

If you wish to apply for exemption you should complete this application form and return it to us at the above address. Any relevant documentation should be included with the application form i.e. surveyor or estate agent report.

### Application Details

Name			
Address of uninhabitable dwelling			
Address for all correspondence (must be different to address shown above)			
Postcode		Tel No: (daytime)	

### Please answer all the following questions and tick the appropriate boxes

1) From what date do you wish to apply for exemption?	
2) Is there any Court or Local Authority Order on the dwelling that prohibits occupation?	Yes / No
If yes please give brief details	
3) Is the dwelling both unoccupied and substantially unfurnished?	Yes / No
4) Is the dwelling in need of <u>major</u> repair works?	Yes / No
5) Are structural alterations or <u>major</u> repair works currently being undertaken at the dwelling?	Yes / No / Not certain
6) Please give details of any repair works which have been completed:	

<b>7) Please give details of any alterations or repair works which are required or which have not been completed</b>	
<b>8) Are the works required or being undertaken at the dwelling immediately obvious from outside or through a window?</b>	
<b>9) On what date do you anticipate completion of the alterations or repair work?</b>	

<b>Declaration:</b>			
I declare that to the best of my knowledge any information given here is correct.			
<b>Signed</b>		<b>Date</b>	

PLEASE NOTE THAT SHOULD AN EXEMPTION BE GRANTED, IT IS YOUR LEGAL DUTY TO INFORM THE COUNCIL WITHIN 21 DAYS OF THE RELEVANT WORKS BEING SUBSTANTIALLY COMPLETED. IF YOU FAIL TO DO THIS YOU MAY HAVE TO PAY A PENALTY OF £70 FOR A FIRST OFFENCE AND £280 FOR A REPEAT FAILURE.

<b>For office use only</b>			
<b>Please tick:</b>			
<b>Internal inspection</b>		<b>External inspection</b>	
<b>Review date:</b>			
<b>Observations:</b>			
<b>Visiting Inspectors Signature:</b>		<b>Date:</b>	