

## Council Tax - Uninhabitable Property Discount

### How to return this form

You will need to print this form to complete it. Please then either scan it and email it back to [revenues@middevon.gov.uk](mailto:revenues@middevon.gov.uk) or post it to Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton. EX16 6PP

This form enables you to apply for a discount because your property is uninhabitable. You will be required to provide evidence of this and this is explained within the contents of the form.

Name	
Uninhabitable Property address	
Postcode	
Phone number	
Mobile number	
Email address	
Correspondence address (must be different)	
Correspondence Postcode	
Council Tax Account Number	

Is the property unoccupied? Y/N

Is property unfurnished? Y/N

Have you applied for planning permission? Y/N

Are building regulations required? Y/N

Date work commenced \_\_\_\_\_

When is work due to be completed? \_\_\_\_\_

Please give a full description of the alterations and repair works being carried out on page 3.

## Condition of Structure

Please tick the appropriate boxes below

Structure	Damaged	Good Condition	Poor Condition
External Walls			
Internal Walls			
Windows			
Roof			
Floors			
Ceilings			
Kitchen			
Bathroom			
Staircase			

Is the property subject to:

Type of Damage	Major	Superficial
Fire Damage		
Water Damage		
Subsidence		

Work to be carried out - Not Immediately Obvious

Type of Work	Yes	No
Underpinning		
Damp Proof Course		
Other		

We require documentary evidence to support the application. E.g. a builder's or surveyor's report, plans of the work, photographs. You can submit them by post, in person or scan and return them by email with this form.

If there is any more information you would like to give us please use page 3.

It may be necessary for the council's inspection to offer to visit the property to verify its condition and the nature of the works required/under way. This enables us to ensure discounts are correctly awarded in line with the relevant legislation.

## Declaration

This form does not require a signature. By completing and submitting it you are agreeing to the following declaration.

I declare that the information provided is true and accurate to the best of my knowledge and authorise the council to make any enquiries necessary to verify it. I understand that I am obliged to inform the council of any change in circumstances.

**Full description of alterations or repair work and any other information.**