

Dartford and Sevenoaks working together to deliver Revenues and Benefits Services

UNINHABITABLE PROPERTY DISCOUNT

To qualify for the discount the entire dwelling must be unoccupied and substantially unfurnished and either:

- a) it requires or is undergoing major repair work to render it habitable, or
- b) it is undergoing structural alteration

The exemption can last for up to 6 months after the main works or alterations are finished, as long as the dwelling is still unoccupied and substantially unfurnished. The maximum period of exemption is 12 months from the date the exemption first applies.

If you think the property will qualify for the exemption, please complete the attached form and return it to the Council Tax section together with any evidence you have in support of your application.

Once your application has been received, a decision will be made as soon as possible. If an inspection of the property is required, an appointment will be made for an officer to visit the premises to confirm the condition of the property.

If you wish to discuss any aspect of this matter or require assistance with the completion of the form then please contact the Council Tax section.

Revenues Services

Contact

Please contact your local Council using the details below.

Dartford Borough Council
Civic Centre, Home Gardens
Dartford
Kent
DA1 1DR

email: revenues@dartford.gov.uk

web: www.dartford.gov.uk

Sevenoaks District Council
PO Box 103
Argyle Road,
Sevenoaks
Kent TN13 1YT

email: revenues@sevenoaks.gov.uk

web: www.sevenoaks.gov.uk

PAY THE EASY WAY

Direct Debit is the easy way to pay your Council Tax. There are no cheques to write, no paperwork, no postage or overdue instalments.

Not only does it save you time and effort, you have a choice of four payment dates during the month and we can take your details over the phone or you can set the Direct Debit up online.

To set up a Direct Debit visit your Council's website www.dartford.gov.uk/directdebit or www.sevenoaks.gov.uk/directdebit

GUIDANCE NOTES

Uninhabitable discount can only be granted for a dwelling if the entire dwelling is both unoccupied and substantially unfurnished and

- c) it requires or is undergoing major repair work to render it habitable, or
- d) it is undergoing structural alteration

The discount can last for up to 6 months after the main works or alterations are finished, as long as the dwelling is still unoccupied and substantially unfurnished. The maximum period of discount is 12 months from the date the discount first applies.

Some types of work will not make a dwelling uninhabitable, even though the dwelling needs work.

The type of work, which **will not**, on its own, make a dwelling uninhabitable includes:

- Plastering
- Rewiring
- Re-plumbing
- Eradication damp problems
- Replacing a bathroom
- Replacing a kitchen
- Replacing flooring
- Replacing doors and windows
- Renewing pipes

If a dwelling is simply being modernised and redecorated it is unlikely to qualify for the uninhabitable discount, because these are improvements and not classed as major repairs required to render a property habitable or structural alteration.

The type of work, which may qualify for an uninhabitable discount includes:

- Subsidence
- Major fire damage
- Major flood damage
- Major works to floorboards and joists
- Replacement roof / roof timbers
- Moving internal walls

- Re-constitution of interior of the dwelling (e.g. changing a house to flats)
- Major extension which involves knocking through exterior walls

If you only apply for the uninhabitable discount after the work has finished, the discount will not be granted without sufficient evidence of the nature, extent and duration of the works that have taken place. Examples of evidence needed for the Council to consider the exemption would be: a copy of a surveyors report, receipts, invoices, photographs taken before and during the work, schedule of works etc.

Please Note - This guidance is intended to give an outline of this aspect of the Council Tax but should not be regarded as a complete guide to the law.

Uninhabitable Application

Account Ref:

Property Ref:

Address of the property which you are applying for the exemption:	
Full name and current address of the owners of the above property:	
Telephone number(s):	Mobile: Home: Work:
Email Address:	
Is anyone living at the property? YES or NO	
If no, what date did the property become unoccupied?	
Is there any furniture in the property? YES or NO (if yes please give details)	
If no, what date was all the furniture removed?	
Has the work started? YES or NO	
If yes, what date?	
If no, what date is it expected to start?	
Has the work finished? YES or NO	
If yes, what date?	
If no, what date is it expected to end?	

Full description of the work to be / that has been carried out:

Additional Information Required
Property Survey / Specialist Surveys (e.g. subsidence)
Builders invoices, quotes, or statement
Receipts for materials
Photographs

IMPORTANT - If you do not send us any documents or provide contact details, we may not be able to consider your application

Declaration

I declare that the information I have given is correct and complete

Signed: _____

Name (in block capitals) _____

Date: _____

Once completed, please return this form to the Council Tax section.

Data Protection: Your personal information will be held and used in accordance with the Data Protection Act 1998. The Council will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services and may also share this information with other bodies administering or in receipt of public funds.