

## **Council Tax Exemption – Uninhabitable property (Class A)**

If you own a property but are unable to live there as it is uninhabitable you may not have to pay any Council Tax. For a property to be classed as uninhabitable it must be vacant and need:

- major repairs or in be in the process of being repaired, or;
- structural alterations, or;
- work to be completed before it can be classed as fully built.

However, fitting a kitchen, replacing windows, central heating, re-wiring, re-plastering or taking out internal walls are not classed as major repairs.

This reduction lasts up to 12 months or until someone moves in. After that, Council Tax may have to be paid and an adjustment notice will be sent to you advising of the charge payable.

You will need to give an address where you are living while the work is being done.

If you think you may be entitled to this reduction please complete the application form and return it to the Council Tax team. You should continue paying your Council Tax as billed until a decision on your application has been made.

If you have any questions, or need any help in completing the form, please contact the Council Tax office on 020 8227 2926.

**Please keep these notes for your information.**



Telephone: 020 8227 2926  
Fax: 020 8227 2320  
Minicom: 020 8227 2413  
E-mail: ctax@lbbd.gov.uk  
Form:

### Application for Council Tax exemption – Uninhabitable property

Name of liable person:	Council Tax reference:
Property Address:	
We will send an officer to check the repairs have started so we need to make an appointment with you or your builder. We may not give you the reduction if we cannot check the property.	
Your telephone number:	
Builders telephone number:	
Your Email address:	
Address you are/were staying at when the works are/ were being carried out:	
When did you move out of or become the owner of the property?	
What works are needed to make the property habitable? (Please use a separate sheet if necessary, and also send any estimates, surveyors reports, material receipts)	
When did/do the work start?	
When do you think the work will finish, or if already finished, the date it was completed?	

#### Data Protection Act 1998.

The London Borough of Barking & Dagenham (LBBDD) is required by law to protect the public funds it administers. It may share information provided to it amongst its own departments and with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud, and for other lawful purposes. We will only share information where the law permits us to do so.

#### Declaration:

- I agree that this information is correct
- I will allow the Council's inspector access to the property with prior notice
- I understand that I may be fined if I give false information to the Council
- I will tell the council tax office of any change in my circumstances within 21 days.

Signature:	Date:
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Please return your completed form to London Borough of Barking and Dagenham,  
Council Tax section, PO Box 48, Dagenham, RM10 7DE