

# COUNCIL TAX

## STRUCTURAL REPAIR EXEMPTION APPLICATION



PROPERTY REFERENCE NUMBER

ACCOUNT NUMBER

If you require any help in completing this form, please telephone Customer Advice & Support on

**0300 100 1800**

or visit any Council Contact Centre/Library Contact Centre (locations can be found at [www.scotborders.gov.uk/contactcentres](http://www.scotborders.gov.uk/contactcentres)) where our staff will be pleased to give you confidential assistance.

### INTRODUCTION

Under current Council Tax legislation an exemption based on the property undergoing structural repair or major repair work which must include structural repair/improvement/reconstruction to make it habitable can be awarded for a maximum of 12 months from the date the property was last occupied.

Examples of work considered to be structural repair are:

- major roof repairs, leaving the property open to the elements
- removing/replacing internal and external supporting walls
- removal of floor joists or staircases
- repair/renewal of foundations
- where majority of the internal walls have been removed
- removal of floorboards in the majority, or all of the property
- where a property is totally gutted and is in effect a shell.

**Please note** work that is not considered to be structural include: replacing a kitchen or bathroom, installation of heating systems, re-plastering walls, re-wiring or re-plumbing, replacing windows/doors, general redecorating, removal of internal dividing walls, which are not load bearing, minor roof repairs.

Please complete this form **USING BLOCK CAPITALS** and return it without delay to the address shown overleaf.

### THE PROPERTY

What is the address of the property for which exemption is claimed?

Who owns the Property?

From when?

Who is the Tenant (if any)?

From when?

## ESTABLISHING ENTITLEMENT TO EXEMPTION DURING PERIOD OF CLAIM

Does anybody live in the property?

Yes ☐

No ☐

Is the property furnished?

Yes ☐

No ☐

On what date was the property last occupied?

On what date was the property last furnished?

Is/was the property incapable of occupation due to structural repairs, improvements or reconstruction?

Yes ☐

No ☐

If Yes: On what date did work commence?

On what date is completion expected?

Please advise the nature of the structural work and describe in detail the work being undertaken which deemed that the property be unfit for any type of occupation.

## DECLARATION

I declare that to the best of my knowledge the information given is true and complete. I authorise Scottish Borders Council to undertake such enquiries it considers appropriate (including inspection of property) to verify this claim. I undertake to advise the Council of any change of circumstances (including immediate notification of the date on which the property becomes occupied or furnished) which may affect the liability for Council Tax. The Council is under an obligation to properly manage public funds. Accordingly, information I provide to the Council, and held in the Council's computer systems, will be used to prevent and detect error and fraud, and may also be shared for the same purpose with public bodies or other organisations which handle public funds.

I claim exemption from the Council Tax.

YOUR SIGNATURE

DATE

NAME

TEL NO

ADDRESS FOR  
CORRESPONDENCE

Capacity (e.g. Owner; Tenant; Sub-Tenant; Agent)

To find out how we will process and use your personal information in connection with this request please see our Privacy Notices at [www.scotborders.gov.uk/CASSPrivacyNotices](http://www.scotborders.gov.uk/CASSPrivacyNotices)

If you would like a printed copy you can contact us via telephone on **0300 100 1800**.

When completed, this form should be returned to

**Scottish Borders Council  
Customer Advice & Support Service  
Council Headquarters  
Newtown St. Boswells  
Melrose TD6 0SA**

For Office Use

Act By	
Date	