

# COUNCIL TAX

## Under Repair Property Exemption Claim Form

**Data Protection** - We are asking for the following information in accordance with the provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and the Data Protection Act 1998. We will use this information to help us determine your liability for and to collect your Council Tax. Information given on this form may be held electronically and may be shared for Council Tax purposes. We may also share this information with other Council Services, Local Authorities, Government Departments and other bodies responsible for auditing or administering public funds. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

**Please read the notes on Page Three of this form  
and then complete each section in BLOCK CAPITALS**

### Details of the person making the claim

- Title \_\_\_\_\_ Name \_\_\_\_\_
- Current Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

**We may have to contact you again to obtain evidence in support of your claim or with a view to  
arranging a visit to your property. Please provide contact details below:**

- Daytime Telephone Number \_\_\_\_\_
- E-mail Address \_\_\_\_\_

### Details about the property you are claiming for

- Full address of the property you wish to claim exemption for \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_
- Council Tax Reference Number \_\_\_\_\_
- Date the major repair work/structural alterations started \_\_\_\_\_
- Is the work being carried out to make the property habitable? *(please tick)*  Yes  No
- Has the work been completed? *(please tick)*  Yes  No

If yes, give completion date \_\_\_\_\_ If no, give expected completion date \_\_\_\_\_

- Is there/was there anyone living in the house while the works are/were carried out?  
*(please tick)*  Yes  No
- Give a brief description of the work being carried out *(continue on a separate piece of paper if necessary)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Approximate cost of the work £ \_\_\_\_\_

**DECLARATION - ALL APPLICANTS MUST COMPLETE THIS SECTION**

**Please read this declaration carefully before you sign and date it**

**SECTION ONE**

**Warning: It is an offence to give false information.**

**If someone has completed this form on your behalf, you must make sure that it has been read back to you in full and you understand everything before you sign the declaration.**

- This is my claim for Under Repair Property Exemption;
- I declare that the information I have given on this form is correct and complete;
- I authorise the Highland Council to check the information I have given and make any necessary enquiries to verify the information on this form;
- I understand that if I give information that is wrong or not complete or fail to report a change which may affect my exemption, I may have to pay a fine of up to £200. I have no objection to the Council inspecting my property.

**All persons named on the Council Tax bill/responsible for payment of the Council Tax must sign below**

- Claimant's signature \_\_\_\_\_ Date \_\_\_\_\_
- Signature \_\_\_\_\_ Date \_\_\_\_\_
- Signature \_\_\_\_\_ Date \_\_\_\_\_
- Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION TWO**

**This section must be completed if the claim form has been filled in by someone else on your behalf. This includes voluntary organisations, an appointee, relative or representative of the Council.**

- Please PRINT the name of the person who completed this form \_\_\_\_\_  
\_\_\_\_\_
- Their address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Their telephone number \_\_\_\_\_
- Relationship to any of the persons who have signed the declaration in Section One of this form \_\_\_\_\_  
\_\_\_\_\_
- Please give the reason why the claimant was unable to complete the form \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **I declare that I have filled in this form for the person(s) named above in accordance with their instructions and have read this back to them in full before they signed the declaration.**

Signature of person completing form \_\_\_\_\_ Date \_\_\_\_\_

- **I declare that the person named in Section Two has completed this claim form on my behalf and has read it back to me in full. I confirm that I understand the nature of this claim and the details provided in this form.**

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_

## **NOTES for the completion of the Under Repair Property Exemption Form**

If your property is unoccupied and is undergoing or has undergone major repair work OR is undergoing or has undergone structural alterations to render it habitable, then you may be entitled to an Under Repair Exemption. The exemption starts on the day the work started and ends 12 months after the date the property was last occupied OR 6 months after the work is substantially completed, whichever is sooner.

Properties that have been unoccupied for a period greater than 12 months will **not be** eligible; however, a 50% Discount may be awarded.

**If you need help and advice** to complete this form please telephone **0800 393811** or visit one of our Service Points or e-mail us at: [operations.team@highland.gov.uk](mailto:operations.team@highland.gov.uk)

**Completed claim forms should be returned to:** Operations Team, The Highland Council, PO Box 5650, Inverness, IV3 5YX.

**Until your claim has been dealt with, you must continue to make payment** as requested in the last bill we sent to you. If we award you exemption we will send you a revised bill which will include all of the payments you have made. If you have overpaid we will send you a cheque for the overpayment.

To verify that the qualifying conditions for this exemption have been satisfied, we require to inspect your property. An Officer from the Council will contact you to arrange this.

If you are claiming exemption for a retrospective period we will need evidence of the work carried out.

**What evidence do we need?** Examples of the kind of evidence we may require are:

- Local Authority Building Warrant
- Local Authority Planning Permission
- Local Authority Completion Certificate
- Contractors Schedule of Works
- Bank/Building Society Schedule of essential works

If you do not have any of the above you should provide receipts for materials used and/or invoices for the work being carried out.

**Change in circumstances:** You must tell us about any change in circumstance which could affect your exemption, for example, works being completed, someone moving into the property etc. If you do not tell us about a change you could be fined up to £200 and we will have to send you a bill from the date of the change.

**Please do NOT send personal data to the above email address.**