



Correspondence only: **Revenues and Benefits Service**, PO Box 10004, Hinckley, LE10 9EJ  
In person: Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR  
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Website: [www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk)

Name:

Address:

Account Reference:

Date

**Application form for a Council Tax discount – Major repair work or structural alteration**

Property address:

Please give a detailed listing of all the work to be carried out in each of the rooms in the property.

Cosmetic changes such as redecoration, new kitchen or bathroom would not be classed as major repair work.

If you are applying for this discount retrospectively we will only be able to consider your application where evidence such as photos or building receipts are provided. We will also need specific start and completion dates.

Room	Work to be carried out	Inspector's comments
Hall, stairs & landing		
Lounge		
Dining room		
Kitchen		

Other ground floor rooms		
Bathroom		
Bedroom 1		
Bedroom 2		
Bedroom 3		
Other upper floor rooms		
Roof		

Customers Additional Comments	Inspectors Additional Comments

Is the property vacant? YES NO

Is the property furnished? YES NO

What date was the work started?	What date do you anticipate the work will finish?	OFFICE USE: Date Of Inspection  Inspectors Name
Date of Ownership:	Contact telephone number:	

Please note: In order to verify the information provided on this form, our Inspector will contact you shortly to arrange an appointment for an internal inspection of the property.

## **How will we use your information**

Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulation, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information. It will be used by Hinckley & Bosworth Borough Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law.

Read more about how we use personal data on our privacy notice page: <https://www.hinckley-bosworth.gov.uk/privacy>. Or write to the council at: Hinckley & Bosworth Borough Council, Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR. Telephone: 01455 238141

## **Major repair works or structural alterations - Council Tax Guidance Notes**

### **What criteria is needed to qualify for this discount?**

The property must need major repair work or structural alteration to make it habitable. Changes which are cosmetic such as redecoration, new kitchen or bathroom would not be classed as major repair work.

### **What reduction will I receive?**

The 50% discount cannot exceed one year from the date the property was in need of major repair work or structural alteration. If work is completed within this year then the discount will either expire 6 months after the work has completed or a year after the discount was granted.

If the property has already been granted this discount and has been empty and unoccupied since the discount expired we are unable to reapply this discount.

### **Who should complete the application form?**

The person named on the bill. If we do not have a current address for the bill payer please ensure that this is supplied.

### **What additional information do I need to supply with my application form?**

If you are making an application for work which is taking place currently then our inspector will make an appointment with you at a mutually convenient time to view the property.

If the work has been completed then we would need sight of receipts for the work carried out and/or photographs of the property to assess whether the property would meet the criteria retrospectively. Our inspector may also make an internal inspection of the work carried out.

### **What should I do about paying my Council Tax in the meantime?**

The bills previously issued must be regarded as correct and due for payment as requested.

**What should I do when the work comes to an end?**

Notify the Council within 21 days of the work completing.

**When will my exemption start?**

It will start from the date the work began or the date the property was in need of major repair work or structural alteration.

**What should I do if my application is rejected?**

You may appeal against our decision by writing to us at:

**The Leicestershire Partnership  
Benefits Section  
PO Box 10004  
Hinckley  
LE10 9EJ**

Or email us: [revenues@hinckley-bosworth.gov.uk](mailto:revenues@hinckley-bosworth.gov.uk)

If this is unsuccessful you will be advised as to how you can make a formal appeal to the Valuation Tribunal. Forms for this can be obtained by visiting [www.valuationtribunal.gov.uk](http://www.valuationtribunal.gov.uk)

**If you have any other queries regarding this exemption please contact the Council Tax Billing Section on 01455 238141.**