



Revenues Service
P.O. Box 60
Leeds LS2 8JR

Account No:

**Council Tax - Application for Exemption A
(Empty Property Needing Major Work or Having Structural Alterations)**

*** Before you fill in this form, please read the information below ***

Exemption A can only be granted for a property if it is unfurnished, nobody lives in it and:

- a) it needs major repair work to make it fit to live in, or
- b) it is having structural alterations.

The exemption can last for up to 6 months after the main works or alterations are finished (as long as the property is still empty). The **maximum** period of exemption is 12 months, starting from the date on which the exemption first applies.

The Council Tax law does not explain what sort of work is 'major repair work'. However, the Leeds Principal Environmental Health Officer believes that it is work needed because it would be unsafe for a person to live in the property if the work was not carried out. This includes work on the roof, supporting walls and internal floor joists.

Some types of work will not make a property exempt, even though the property needs the work. This is because it has to be repair work, needed to make the property safe, not just more comfortable or attractive. It also has to be major work.

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

- plastering
- rewiring
- replumbing
- dealing with damp
- replacing the bathroom and/or kitchen
- replacing flooring
- replacing doors and windows
- renewing water pipes.

If you still think the property will qualify for this exemption, please fill in both sides of this form and send it back to us as soon as possible with proof of the work being done.

Please give the address you are claiming the exemption for:

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Please give the name and address of the owner of the above property:

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For what period are you claiming an exemption? From: To:

Is/was anyone living in the property during the period above? Yes No If no, when did the property become unoccupied?

Is/was there any furniture in the property? Yes No If no, when was all the furniture removed?

Please give **full** details of the work the property needs/needed **and enclose proof** of this work, e.g. receipts, estimates, costings. If a survey has been done, please include a copy of the survey report. **If you do not send us any proof, we may not be able to consider your claim.**

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When did the above work start?

If work has not yet started, when is it due to start?

When did the above work finish?

If work has not yet finished, when is it due to finish?

Declaration - the person who has filled in this form must sign this declaration

The information I have given on this form is true and complete.

Signature:.....Date :

If you are **not** the owner of this property, please give your name and address:

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What is your connection to the owner?

Please give your daytime telephone number in case we need to speak to you about this application or inspect the property.

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In line with Data Protection law, we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council services or public organisations if they need it in order to carry out their legal duties.

Before you send us this claim - have you enclosed proof of the work done or being done? Remember, we may not consider your claim without it!