

## **COUNCIL TAX EXEMPTION CLAIM FORM**

### **Property Undergoing Major Works**

#### **Background**

A property that is incapable of being lived in because it is undergoing or undergone major repair work or structural alterations is exempt from Council Tax for a maximum of 12 months **from the date the property was last occupied.**

This exemption can only be awarded for the period during which work is being carried out. No relief applies while work is pending (e.g. awaiting planning consent).

You should already have completed an unoccupied property form and should now fill in this certificate to support your application. We may need to ask you for more information.

<b>About the Property</b>
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Property Address
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Date Major Repair Work/Structural Alterations Started	
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Date Work is Expected to be Finished	
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Details of work being done (please include as much information as possible)
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Your home address:
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**Please See Over**

**Notes:**

- Please supply supporting documentary evidence along with this certificate. Examples of some of the types of evidence that may be acceptable are copies of plans, planning permission, contract's with building firms or receipts for actual work completed.
- It is not possible to give an exhaustive list of the evidence that may support your application, if you do not have any of the suggested documents you should still complete the certificate and contact us for more information on what would be acceptable evidence in your individual circumstances.

**Declaration:**

1. I have read and understood the contents of this form.
2. I confirm all the information given is a true and full statement.
3. I will notify Falkirk Council immediately if my circumstances change.
4. I understand that Falkirk Council must protect public funds and may use this information to prevent and detect fraud. I understand that the information may also be shared for the same purposes with other organisations handling public funds.

Signed

Date

Daytime Tel.  
Number  
(in case of query)**Please help us by setting up ebilling**

Rather than posting out a paper Council Tax bill, we will email you a PDF bill instead.

**Please tick if you would like to help do this :**

**YOUR EMAIL ADDRESS:****Relevant Legislation**

[The Council Tax \(Exempt Dwellings\)\(Scotland\) Amendment \(No.2\) Order 1999](#)

2. An unoccupied dwelling—

(a)which—

(i)is undergoing or has undergone (since the last occupation day) major repair work to render it habitable; or

(ii)is undergoing or has undergone (since the last occupation day) structural alteration;

(b)in respect of which no more than 12 months have elapsed since the last occupation day; and

(c)in respect of which no more than 6 months have elapsed since the major repair work or structural alteration in question was substantially completed.”.