



Civic Centre  
Rickergate  
Carlisle  
Cumbria CA3 8QG  
Telephone 0300 373 3730  
cumberland.gov.uk

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**Please ask  
for:**

Revenues Section

**E-mail:** customerservices@cumberland.gov.uk

**CTAX Ref:**

## **Council Tax Discount Class D – Dwelling requiring major structural work**

This category of discount is applicable to a vacant dwelling (ie one which is both unoccupied and substantially unfurnished) if it:

- requires major structural works to render it habitable or
- is undergoing or has undergone major structural repair work.

There is a reduction of 75% of your council tax liability for a maximum period of 12 months under this particular category of discount, thereafter there will be no discount resulting in a full charge.

After the property has been empty for 2 years it will be classed as long term empty and a premium added of 100% resulting in a total charge of 200%.

If you wish to apply for this discount please complete the application form and return it to this office with any other documentary evidence e.g. photographs or a surveyor's report. If you are applying in retrospect further evidence such as receipts and/or invoices would also be required. We will inspect the property as part of the application process therefore your forwarding address and telephone number must be provided.

**Part A – Details of Dwelling**

1. Your Name: .....

2. Address of Property: .....

..... Post Code: .....

3. Correspondence Address: .....

..... Post Code: .....

4. Telephone Number: .....

5. Date structural work commenced: .....

6. Are there any Court or Local Authority orders  
in existence that prohibit occupation?       Yes    No

If yes, please give brief details: .....

7. Is the dwelling unoccupied and substantially  
unfurnished?       Yes    No

7a. Date furniture was removed (exact date required): .....

8. Is the dwelling in need of **major** structural repair works?       Yes    No

9. Are structural alterations or **major** structural repairs  
currently being undertaken at the property?       Yes    No

10. Please provide details of any works that have been completed: .....

.....  
.....

11. Please provide details of any works that are required or have not been completed: .....

.....  
.....

12. Are the works immediately obvious from outside  
by looking through a ground floor window?       Yes    No

13. On what date do you anticipate completion of the  
repair works? .....

**Part B – Declaration**

I declare that to the best of my knowledge and belief the above information is correct.

Signed: ..... Date: .....

Please note that should a discount be granted it is your legal duty to inform the Council within 21 days if there is a change of circumstance. If you fail to notify the Council, you may be required to pay a penalty of £70 for the first offence and £280 for a repeated failure.

You can email your completed form to [customerservices@carlisle.gov.uk](mailto:customerservices@carlisle.gov.uk)

Alternatively, if you are submitting your application by post, please send it to:

Cumberland Council  
Civic Centre  
Rickergate  
Carlisle  
Cumbria  
CA3 8QG

If you require any further advice or information, please contact us on 0300 373 3730.