

Class D Discount - dwellings requiring or undergoing major repairs or undergoing structural alteration. (Previously known as Class A exemption)

Please read the guidance notes and if you believe you are eligible, complete this application form in full (failure to provide a detailed schedule of works may result in delays in processing your application). This form and additional evidence should be sent via email to the relevant authority or posted to the address on the last page.

Malvern Hills District Council: malvernctax@southworcestershirecouncil.gov.uk

Worcester City Council: [worcestercatx@southworcestershirecouncil.gov.uk](mailto:worcesterctax@southworcestershirecouncil.gov.uk)

Wychavon District Council: wychavonctax@southworcestershirecouncil.gov.uk

Account or property reference (if known):	
Full name of applicant:	
Full residential address of applicant:	
Full address of property for which discount is being claimed:	
Date you purchased the property:	/ /
Does the property require major repair work to render it habitable (or has major repair work recently been completed)?	YES ☐ NO ☐
Is the property undergoing structural alteration?	YES ☐ NO ☐
If YES , will the overall size of the property substantially increase?	YES ☐ NO ☐
Overall floor space before works: Overall floor space after works:	
If YES , what is the approved planning application reference?	
Date the works commenced or are due to commence:	/ /
Expected date of completion:	/ /
Is the property unoccupied?	YES ☐ NO ☐
If YES , please confirm when this occurred:	/ /
Is the property unfurnished?	YES ☐ NO ☐
If YES , please confirm when this occurred:	/ /
Address you are / were resident at whilst above property is / was vacant (if different):	
What are your future intentions for the property once the work has been completed? (For example will it be for let/sale?)	

Please continue overleaf.../

Evidence of works required, underway or recently completed

You must provide a detailed list of works as requested in the 'Schedule of Works' section below. Quotes and receipts for works, along with photos will help support your application. Should you have a surveyor's report please provide a copy, this is particularly important if works have not commenced or you wish to make a retrospective claim.

Failure to provide any of the information requested may result in unnecessary delays.

Schedule of Works

Please list below details of the major repair works and/or structural alterations involved, please provide an approximate date if the exact date is not known. Details of costing have been requested as an indication of the extent of the works.

Room/location (e.g. bedroom/ roof)	Details of major or structural works	Start date of work	Date works completed/estimated completion date	Cost (£)

If there is not enough space above use the continuation sheet on page 4 and tick here: ☐

Declaration and Contact Details

DECLARATION: I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED

Full name:	Signed:
Daytime telephone number:	Date: / /
Email address:	Do you wish to receive your bills by email? YES ☐ NO ☐

Important

PLEASE ENSURE THE APPLICATION IS COMPLETED IN FULL AND RETURNED WITH THE SCHEDULE OF WORKS AND SURVEYOR'S REPORT (IF APPLICABLE) ALONG WITH ANY SUPPORTING EVIDENCE (SUCH AS PHOTOS, RECEIPTS AND INVOICES) TO ENABLE YOUR APPLICATION TO BE PROCESSED.

Guidance Notes

Class D discount (previously known as Class A exemption) - The requirement is that the dwelling is vacant (i.e. unoccupied and substantially unfurnished) and falls under one or more of the following categories:

- (a) requires or is undergoing major repair work to render it habitable, or
- (b) is undergoing structural alteration, or
- (c) has undergone major repair work to render it habitable, if less than six months have elapsed since the date on which the work was substantially completed and the dwelling has continuously remained vacant since that date, or
- (d) has undergone structural alteration, if less than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained vacant since that date;

For the purposes of above 'major repair work' includes 'structural repair work'.

Major repair works - The repair works must be required to render the property habitable and the extent of those repairs will determine whether they are deemed 'major'.

Major repairs are normally considered to be those which affect the *fabric of the premises* including (but not limited to) major roof or external wall repairs, foundation work and work relating to supporting walls. Major fire or flood damage and major repairs to floorboards and joists.

Conversely, non-qualifying work includes (but is not limited to) replacement of plumbing, wiring, bathrooms, kitchens, flooring, doors, windows and eradication of minor damp problems. We look at whether the property was in need of major repair work before the commencement of the work rather than as a result of the work. If a property becomes uninhabitable because the bathroom and kitchen have been removed for replacement this would not generally constitute a need for 'repair'.

Structural alteration – this must include changing the dwelling in some physical way from what it was to something different. For example, repositioning of interior walls and adding an extension which involves knocking through exterior walls.

On rare occasions an internal inspection may be required to confirm the extent of the work. Please note that this is rarely undertaken as it significantly lengthens the time taken to process the claim.

A 100% discount will start from the date the premises qualify and will continue for a maximum period of 12 months. However as soon as the major repairs/structural alterations are considered complete discount will be granted up to a further 6 months maximum (subject to the overall 12 months rule).

Continuation Sheet

Room/location (e.g. bedroom/ roof)	Details of major or structural works	Start date of work	Date works completed/estimated completion date	Cost (£)