



ADUR & WORTHING  
COUNCILS

## Revenues & Benefits

Adur & Worthing Councils  
Portland House  
44 Richmond Road  
Worthing  
West Sussex, BN11 1HS  
[www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk)

Dear Customer

### **Council Tax - Exemption due to Structural Disrepair**

Following your recent enquiry concerning this property which you consider to be uninhabitable, I must advise you that a dwelling has to be in need of major repair works to render it habitable, or be undergoing structural alterations, to qualify for an exemption from Council Tax. The maximum period of the exemption is three months.

In order that I can establish the condition of the property please let me have details of the work necessary to render it habitable by completing and returning the attached questionnaire.

You should not include details about

- Any decorative works; or
- Fitting a new kitchen and/or bathroom unless other repair work is also being undertaken (this is because fitting a new kitchen/bathroom does not in itself constitute major work for the purposes of an exemption for Council Tax)

It is essential that if the required work is not immediately visible (e.g. subsidence, dry rot, rising damp, wood worm, wall ties and lintels), you should include a copy, where possible, of any surveyor's, builder's or bank/building society report to substantiate the work that is required.

In order that an inspection of the property can be carried out please also provide details of your telephone number and when you can be contacted, so that a mutually convenient date and time may be arranged.

If you are making an application retrospectively (i.e. the works have already been completed) you will need to supply copies of invoices and receipts to show that work has been carried out because my inspector will be unable to view the work in progress.

I hope that this letter clarifies the situation but if you require any further details please telephone the Customer Service team on 01903 221061.

Yours sincerely

Paul Tonking  
Head of Revenues & Benefits



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**Application for a property to be classed as uninhabitable  
for the purposes of Council Tax**

**Address of the property:**

**Owner's name and address:**

**The Owner may be contacted as follows:**

Home Telephone Number:

Time:

Work Telephone Number:

Time:

**Please give brief details of the works to be carried out:**

Roofing/Guttering/Lead work

Services - Gas/Electric/Water

Structural Alterations

Other work

**When do you expect the work to start?**

**When do you expect the work to be completed?**

**Have you included a report from a surveyor, builder or bank/building society?** YES/NO

**If you have included a report do you require it to be returned to you?** YES/NO

#### **DATA PROTECTION**

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection legislation in relation to administering Council Tax. Full details about how your personal data is used are available at [www.adur-worthing.gov.uk/council-tax/privacy-notice](http://www.adur-worthing.gov.uk/council-tax/privacy-notice).

#### **Declaration**

**I declare that the details stated in this application are true and accurate to the best of my knowledge and belief.**

**I understand that I must notify the Revenues & Benefits Service immediately about any change in my circumstances that may affect my application for the exemption.**

**Signed:**

**Date:**