

**Please complete and return this form to:**  
Revenues, Benefit & Customer Services  
District Council House, Frog Lane,  
Lichfield, Staffordshire, WS13 6YX

Your Name:  
Your Address:

Web Download  
Customer Services: 01543 308900  
Email: [Revenues@LichfieldDC.gov.uk](mailto:Revenues@LichfieldDC.gov.uk)

Account reference number:

### **Application for structural alterations discount**

An unoccupied and unfurnished domestic property may be classed as uninhabitable for a maximum period of 12 months on the commencement of major works and/or structural alteration to the property to render it habitable. The current discount is 50% of the charge.

Examples of work that may qualify for the current exemption and the discount that will replace it, include,

- Structural or major repair to the building
- Structural or major repair to supporting internal walls
- Ceilings and floors removed and replaced

General refurbishment, redecorating and/or modernisation of a property for example installation of central heating/double glazing, replastering, replumbing or rewiring would not qualify for the discount however the aggregate effect of numerous minor works may be taken into consideration if substantial.

**If the property has been continually unoccupied and unfurnished for 2 or more years and subject to a long term empty premium no structural alterations discount can be awarded.**

As part of your application we would require supporting evidence such as schedules of works, survey reports or other relevant documentation relating to the works. An internal inspection of the property will also be undertaken.

Address of property subject to works	
Address of owner	

Please outline the nature of works being undertaken



works being undertaken – continued

**Date property became unoccupied and unfurnished**

**Date work commenced**

**Estimated date all work will be completed**

**Date planning permission granted** (if applicable)

**Date of demolition** (if applicable)

The council is not obliged to accept backdated claims, however we may consider retrospective applications where there is substantive documentary with time stamped photographic evidence of all major works or structural alterations undertaken to the property.

**DECLARATION:**

I declare that the information given above is true and accurate to the best of my knowledge.

I understand I must notify you of any change of circumstances which may affect any discount I receive within 21 days and failure to do so may result in a penalty being incurred. I understand it is a criminal offence to supply false information or receive a discount I am not entitled to.

Signature

Date

Print

Contact Number

Email Address

**Data Protection and General Data Protection Regulation (GDPR)**

The law allows us to process your ordinary personal data either because it is necessary to do so to perform a task carried out in the public interest, or in the exercise of official authority vested in us. Please read our privacy notice at [www.Lichfielddc.gov.uk/rbprivacy](http://www.Lichfielddc.gov.uk/rbprivacy) on how we will use your personal data and who we may share it with.

