



**APPLICATION FOR REDUCTION – UNOCCUPIED PROPERTY  
REQUIRING/UNDERGOING MAJOR REPAIR/STRUCTURAL ALTERATION**

You should complete this application in respect of a property which is unoccupied and requiring/undergoing major repair or structural alteration. Please ensure a copy of the schedule of works is enclosed with the application.

Council Tax Reference Number	
Address of property	
Name of taxpayer/s	
Daytime telephone number	
Mobile telephone number	
Email address	
Are works currently taking place?	Yes / No
Date works commenced	
Date works due to cease	
If the property was rented, please provide the name and contact of the previous tenant	
Date vacated	
Your current/contact address	

You must notify the Council immediately if any of the above details change

**Declaration**

I declare the details given in this application are to the best of my knowledge, true and accurate and the Council may verify this information from appropriate sources.

Signed .....

Date .....

This authority is under a duty to protect the public funds which it administers, and to this end may use information held about you for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.