

Council Tax Exemption – Major Repair/Structural Alteration

A property can be exempt from Council Tax if it is undergoing or has undergone structural alteration or major repair to make it habitable. The following criteria must be met for the exemption to apply:

- No more than 12 months have passed since the last time the property was occupied and
- No more than 6 months have passed since major repair work or structural alteration was completed on the property.

What evidence will I need to provide?

- copy of Council Tax bill or other bills to confirm residency at alternative address while work is carried out
- copy of building warrant or planning permission certificate
- letter from contractor on company headed paper confirming nature of work undertaken, date work started and was completed or due to complete
- copy of completion certificate

You must submit your completion certificate at the end of the work.

Complete this application in full, sign the declaration and submit a copy online with photos of every room in the property at <https://www.eastrenfrewshire.gov.uk/tax-exemptions>

Section 1 - To be completed by liable person

A liable person is the person responsible for the bill.

Full name

Email address

Telephone number

Please confirm below the period you are claiming exemption for. If these dates are outwith the structural alteration dates, there may be another discount or exemption that you are eligible for.

Exemption start date

The date the exemption should start.

Exemption end date

The date the exemption should end.

Temporary/alternative address

The address you are residing at while work is being carried out on your property.

Date property was last occupied

The date the property was last lived in.

Full name of previous occupant (optional)

The full name of the person who previously lived in the property.

Date major structural alteration started

The date work started on the property.

Date major structural alteration ended

The date worked ended on the property.

Declaration

I declare the information on this form is true and complete and I authorise East Renfrewshire Council to verify the details. If there's a change in my circumstances, I will notify East Renfrewshire Council within 21 days. I accept failure to provide this information is an offence, which may result in a fine of £50 and £200 for each offence thereafter. I understand this information may be shared with other councils or organisations that handle public funds for the purposes of preventing and detecting fraud.

Signature of liable person