

# COUNCIL TAX CLAIM FORM

## - Structural Repairs



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**Please complete and return to:**

Exchequer Division,  
Unity Partnership,  
PO Box 4, Civic Centre,  
West Street Oldham, OL1 1UH  
Telephone Enquires 0161 770 6622

Account Ref:

Re:

Please complete this application form if your property requires or is undergoing major repair work to render it habitable, or is undergoing structural alteration, and the dwelling has continuously remained vacant since that date.

You are advised to supply details of the cost and extent of works required, and the time it will take to make your property habitable.

**Important: Your application must include relevant supporting evidence e.g. surveyors report, schedule of works, receipts, estimates and photographs.** If full information in support of your application is not supplied it will be refused and be reasonable to assume that your property should be charged.

### Please complete fully

Name		
Home address:		
Daytime phone / Mobile:		
Address for which exemption is claimed:		
Account reference:		
Period of claim:	From :	To:

<u>WORK REQUIRED</u>	<u>DETAILS</u>
Structural alterations i.e. splits & mergers of properties (not cosmetic).	
Major structural repairs to roof, new roof or joists (not general repairs)	
Significant subsidence, which renders the property uninhabitable.	

<b>Work required (cont)</b>	<b>Details</b>
Replacement of brickwork due to property movement / underpinning.	
Replace unsafe staircase (not treads or risors)	
Replace / complete new floor (not floorboards)	
Structural joists / RSJ's	
Lintels - only structural (not cosmetic)	
Rebuilding of gable end wall.	
Complete new ceiling, (inclusion of removing old ceiling).	
Major fire / flood damage.	
Major re-plastering down to brickwork	
Remove complete chimney breast.	
Erection of new internal walls / partitions (delete as appropriate)	

<b><u>Exclusions</u></b>	
<ul style="list-style-type: none"> <li>▪ Skimming and plastering</li> <li>▪ Bathroom and kitchen refits</li> <li>▪ Main service re-connections</li> <li>▪ Redecoration / wall tiling</li> <li>▪ Electric rewire / gas fitting</li> <li>▪ Damp proof course</li> </ul>	<ul style="list-style-type: none"> <li>▪ Repointing, plastering, rendering</li> <li>▪ Roof repairs i.e. tiles, slates, guttering</li> <li>▪ Removing fireplaces</li> <li>▪ New windows / doors</li> <li>▪ Internal joinery / floorboards</li> <li>▪ Drives, paths, fences, garden walls</li> </ul>
<b>Print Name</b> .....	<b>Signature</b> .....
<b>Date</b> .....	

**Warning:** Please note that if any person presents information which they know to be false, the person may be subject to prosecution under the Theft Act 1968 for obtaining a pecuniary advantage by deception.

Please feel free to support you application with additional information.

**Checklist - please supply at the time of your application**

Surveyors report	YES / NO	Estimates	YES / NO
Works schedule	YES / NO	Photographs	YES / NO
Receipts	YES / NO	Other (please specify)	.....
.....			

If full information is provided your application will be processed within 10 days.  
Please send completed details to: **Council Tax Inspections, P.O. Box 4, Civic Centre, West Street, Oldham OL1 1UH. Telephone 0161 770 4954**, or alternatively by email to: council.tax@oldham.gov.uk