

Reference:

Date:

*Council Tax Team*

We're here to help

0845 129 7777

email [counciltax@highpeak.gov.uk](mailto:counciltax@highpeak.gov.uk)

Dear

**Council Tax Exemption Class A- Property in need of, or undergoing, Major or Structural Repairs at .**

I understand that you wish to claim the above Exemption.

Please complete the details overleaf & indicate which works need to be done, or are currently being undertaken, at the property.

My Inspector will visit the property to check on the work, so please provide a contact phone number, so that an appointment can be arranged at a convenient time.

If the work has already been done, please complete the reverse of this letter to indicate what work was carried out **and provide documentary evidence** of the work undertaken, otherwise I will be unable to allow the Exemption.

Please return this form in the envelope provided.

Yours sincerely



Mrs J Pick  
Revenues Manager

When calling, please ask for        on Ext no .



0845 129 77 77

[www.highpeak.gov](http://www.highpeak.gov)

**High Peak Borough Council**

Town Hall Market Place Buxton Derbyshire SK17 6EL  
Fax 01298 27639        Textphone 0845 129 48 76

Roof: Timbers (Load Bearing)		Slate/Tiles (Replace All)		Slates/Tiles (Repairs)	
Gutters/Downspouts (Replace All)		Replace Part		Repairs	
Chimney Stack	Rebuild	Partial Rebuild		Pointing	
Walls External or Load Bearing	Rebuild	Partial Rebuild		Pointing	
Walls Internal or Non-Load Bearing	Creation	Demolish		Rebuild	
Plastering Traditional	Creation	Hack-off & Replace		Repairs	
Plaster Boarding	Creation	Replace		Repairs	
Window Openings	Creation	New Sill/Lintel		Frames Only	
Doorways External	Creation	New Sill/Lintel		Frames Only	
Doorways Internal	Creation			Frames Only	
Kitchen	Creation	Replace		Repairs/Alteration	
Bathroom	Creation	Replace		Repairs Alteration	
Plumbing	Creation	Replace All		Replace Part/Repair	
Wiring	Creation	Rewire Only		New Spurs or Fittings	
Gas Pipes	Creation	Replace All		Replace Part/Repair	
Stairs	Creation	Replace		Repairs	
Timber Floors: Load Bearing (Joists etc)		Replace Complete Floor		Replace one or more boards	
Floors: Stone/Tiles	Creation	Replace		Repairs	
Damp-proof Course					
Foundations: Underpinning					
Wall-ties or Straps	Ferrous	Resin			
Connection to Services	Water	Gas		Electricity	
Connection to Drains	Main	Septic Tank			
Central Heating	Creation	Replace		Repairs	
Any others (Please Specify)					

I confirm that the above works (Please delete below as appropriate)  
 Need to be done/ Are being Done/ Have been done

Signed..... Full Name.....Date.....  
 Phone Number: .....

Office use only: Date of Inspection.....

Qualifies for EXA?.....Y/N..... Inspectors Initials.....