

## Appendix B

### **Waiver of Empty Homes Premium procedure**

- 1.1 Owners who are charged an empty home premium can apply to have the premium waivered if they are actively and genuinely marketing their empty home for sale or let for a reasonable local market value, or are actively and genuinely renovating the property for occupation.
- 1.2 Owners must apply within 2 months of the start date of the premium being charged. The waiver will only be backdated for a 2 month period.
- 1.2 Upon enquiry or application for a waiver, officers will ask the owner to provide all or some of the following evidence.

<b>For sale</b>	<b>For let</b>
A letter from the Estate Agent to confirm that the property is being actively marketed for sale and the date marketing commenced.	A letter from the Letting Agent to confirm that the property is being actively marketed for let and the date marketing commenced.
The particulars for the property (if these are not available to view online)	The particulars for the property (if these are not available to view online)
A written valuation for the property (valued within the last 6 months)	A written rental valuation for the property (valued within the last 6 months) or evidence of similar properties rental values in the area.
A letter from the estate agent detailing: <ul style="list-style-type: none"> <li>• the number of viewings in the last 6 months</li> <li>• the number of offers received in the last 6 months and the amount offered</li> <li>• the reason for rejection of any offers</li> <li>• an up to date market valuation</li> </ul>	A letter from the letting agent detailing: <ul style="list-style-type: none"> <li>• the number of viewings in the last 6 months</li> <li>• the number of offers received in the last 6 months and the reasons for rejection</li> <li>• an up to date rental market valuation</li> </ul>
The name and address of the solicitor who has been appointed to deal with the conveyancing	Energy performance certificate, Gas safety certificate (if gas is supplied), Electrical safety test record, Landlord Insurance

<b>Renovation</b>
Evidence of the renovation plans, costs and timeline, trades quotes i.e. builders, plumbers, electrician etc. and invoices for works completed, schedule of works to be undertaken. If applicable planning application reference number.  Officers may also conduct site visits

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- 1.3 Officers can ask for other supporting evidence if it is appropriate for the circumstances. For example, if an owner lets a property privately we may ask for evidence of marketing activity to establish that this is genuine, we may ask the owner if they have had previous experience of letting properties and evidence of this.
- 1.4 The waiver is discretionary and each case will be considered on its own merits, based on the circumstances and evidence provided.
- 1.5 If officers have sufficient evidence to waive the premium then it will be waived for a period of 6 months. Owners can reapply if the property is still unsold/unlet/under renovation after the waiver period has expired.
- 1.6 The Waiver may end during the 6 month period if there is a material change in circumstances- this includes but is not limited to these examples - the property is let or sold and the owner's liability has ended; a discount or exemption can be applied instead, it becomes occupied, renovation works are completed.
- 1.7 A letter will be sent to the owner detailing the decision. Owners who are refused a waiver will be given the reasons why.
- 1.8 If refused, this decision can be appealed by writing to the Revenues and Benefits Manager within 2 months of the decision being made. An appeal should be supported by further evidence for consideration. If an appeal is unsuccessful the owner can then appeal to the Valuation Tribunal.