

## Council Tax Application for Reduction because of resident disabled Person(s).

Account Information and Address.

Account Reference: \_\_\_\_\_

Name of Applicant (person who is liable to pay the council tax):

\_\_\_\_\_

Address of property: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_

Mobile Telephone number: \_\_\_\_\_

About the Disabled Person.

Disabled persons name: \_\_\_\_\_

Nature of disability: \_\_\_\_\_

Date the person became disabled: \_\_\_\_\_

Does the property contain a room which is used to meet the disabled person(s) needs?

Yes    No

If the answer is YES, please describe below the room and how it is used by the disabled person (s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the property contain an extra bathroom needed for the disabled person (s)?

Yes    No

Does the property contain an extra kitchen needed for the disabled person (s)?

Yes    No

Does the disabled person(s) need to use a wheelchair inside the property?

Yes    No

#### Declaration

The information I have given above is correct to the best of my knowledge. I will notify the Revenues team if any of the above circumstances change.

Signed:\_\_\_\_\_

Date:\_\_\_\_\_

Full name:\_\_\_\_\_

#### Guidance Notes.

**What is a disabled reduction?** It is a reduction in your council tax bill and can be claimed if you are a disabled person living alone or if a disabled person lives with you.

#### How do I Qualify?

In assessing the application, the authority will need to be satisfied that the following criteria apply.

- There is a disabled resident who needs space for a wheelchair to be used inside the home, OR
- A room which is not a bathroom, kitchen or lavatory and which is predominantly used by and is required for meeting the needs of the disabled person OR
- A bathroom or kitchen which is not the only bathroom or kitchen within the dwelling, and which is required for meeting the needs of the disabled person.

#### How much will the reduction be?

If you qualify your Council Tax bill will be reduction by one valuation band. For example, if your property is valued in Band D and you qualify for a reduction, you will be charged the Council Tax which relates to a Band C. With effect from 01/04/2000 those people who are living in a Band A property and qualify for the disabled discount will be entitled to a reduction in their council tax. This will be calculated as 1/9<sup>th</sup> of the amount for a Band D property.

#### Who should make the claim for reduction?

The person who is liable to pay the council tax bill for your home must make the application. Where more than one person is liable, any of the liable persons can make the claim.

#### How will the claim be dealt with?

Once we receive your completed application form, this will be assessed and if any further information is required an officer will be in touch

#### Do I have to provide Medical Evidence?

If the medical evidence is required, you will be given a form to take or send to your doctor.

Please continue to pay the current amount on your bill until your account has been adjusted and we have sent you an official notification a discount has been applied to your account.

