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ADDRESS OF PROPERTY IF DIFFERENT TO POSTAL ADDRESS

### **COUNCIL TAX - REDUCTIONS FOR PEOPLE WITH DISABILITIES**

You have indicated that there is someone living in the above property who has a disability. Please answer the questions below, sign the declaration and return this page to the Council Tax Office.

1. What is the disabled persons name?

2. Please describe the disability:

3. Is he/she registered as disabled with the Council?

YES/NO

If he/she is registered, the Council Tax Office will confirm this with the Social Services Department

4. (A) Is there a room mainly used to meet the needs of the disabled person?

YES/NO

(B) Is there an additional bathroom and/or kitchen used to meet the needs of the disabled person?

YES/NO

(C) Does the disabled person need to use a wheelchair in the home?

YES/NO

(D) Are there other facilities needed by the disabled person?

YES/NO

**If YES, please describe the facilities:**

- 5. If you can, please supply a note from a doctor, social worker or occupational therapist confirming the need for extra space or facilities. Do not delay your application if you are not able to supply such information quickly.**
  
- 6. Please supply a contact telephone number that we can use to make an appointment to visit your home.**

**7. I declare that the information I have given is correct to the best of my knowledge.**

Name:	Signature	Date:
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The information you give will only be used for the purposes of Council Tax and Benefits administration.

The Council Tax Office may need to check the information given.

**YOU MUST TELL THE COUNCIL TAX SECTION OF ALL CHANGES WHICH MAY AFFECT YOUR RIGHT TO A DISCOUNT**

## ***Exempt property information leaflet***

### **Exempt Properties**

You do not have to pay any Council Tax on some types of home. These are known as exempt homes.

### **Exemptions are not given automatically**

### **How to apply for an exemption:**

**To apply for an exemption, you need to fill the application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.**

## **COUNCIL TAX REDUCTIONS FOR PEOPLE WITH DISABILITIES**

If your home has certain features which are essential or of major importance to a person with a disability, then you may be eligible for a reduction in your Council Tax. The person with a disability must continue to live in the property.

### **WHO CAN APPLY?**

The person who is responsible for paying Council Tax must apply even if it is another person living in the property who has a disability.

### **HOW IS THE REDUCTION GIVEN?**

Please complete the application form with every detail you feel will help your case. An inspector from the Council Tax Section will then visit your property to ensure that every feature has been taken into account. The Council Tax Section will consider whether the features are essential or of major importance to the person with a disability.

### **WHAT REDUCTION CAN I GET?**

If you are granted a reduction, the property will be put into the band below that shown in the Valuation List and a new bill will be sent to you.

Only one reduction can be given for each property.

From 1 April 2000 eligible persons living in a property in Council Tax Band A (the lowest Council Tax Band) are also entitled to a reduction. This reduction is calculated as five ninths of the amount set by the Local Authority for properties shown in Band D.

### **WILL I HAVE TO APPLY AGAIN?**

**YES.** Every year the Council Tax Section will write for confirmation that your circumstances have not changed since your original application.

### **WHAT IF I DON'T GET A REDUCTION?**

If the Council Tax Section refuses your application for a reduction, you have the right to appeal. Details of how to appeal to the Valuation Officer will be sent to you on request.

## **MORE INFORMATION:**

If you have any more questions regarding Council Tax reductions for people with disabilities please do not hesitate to contact the Revenues & Benefits Office. The contact details are:

Revenues & Benefits  
Civic Centre,  
44 York Street,  
Twickenham  
TW1 3BZ.

(DX200027 Twickenham)

Tel: 020 8891 7724

Minicom: 020 8831 6210

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