

Civic Centre, 44 York Street, Twickenham TW1 3BZ. DX200027 Twickenham Tel: 020 8891 7724
(Minicom) 020 8831 6210 Fax: 020 8891 7933/7934 email: revben@richmond.gov.uk
Web site: www.richmond.gov.uk/finance

POSTAL ADDRESS:

ADDRESS OF PROPERTY IF DIFFERENT TO POSTAL ADDRESS
--

COUNCIL TAX DISCOUNT APPLICATION - SEVERELY MENTALLY IMPAIRED PEOPLE 2

You have indicated that there is someone who normally lives in your home who should not be counted for Council Tax purposes. For a discount to be considered you must provide the information below, sign the declaration and return this form to the Council Tax Office.

1. Please give the number of people aged 18 years and over who normally live in your home including anyone who may qualify for a discount:

[]

Please read the attached information leaflet before you fill in the rest of this form.

2. Please supply proof that the person is entitled to one or more of the Benefits listed in the information leaflet - such as a copy of a letter from the Benefits Agency which gives the first day of entitlement. Any original documents will be returned to you as soon as possible.

3. AUTHORISATION TO BE COMPLETED BY SEVERELY MENTALLY IMPAIRED PERSON OR THEIR GUARDIAN

I authorise you to seek confirmation from the following registered Medical Practitioner. This is normally the person's General Practitioner. I agree that the Certificate should be returned direct to you as Council Tax Officer, with a copy to be sent to me.

Doctor's Name and Address:	
Person's Name:	Signature of person or his/her guardian:
Name and Address of Guardian (if relevant):	

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

Name:	Signature:	Date:
Daytime telephone number:		

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**

DO NOT SEND THIS FORM TO THE APPLICANT'S DOCTOR

Your Council Tax bill

Council Tax is based on 2 or more people aged 18 or over living in your home. If you are the only person living in your home, we can reduce your bill by a quarter. If nobody lives in your home, we may be able to reduce your bill.

Some people are not counted as living in your home when we work out your Council Tax bill. These people are **disregarded**. So even if there are two or more people living in your home, if some or all of you are disregarded we may be able to reduce your bill.

How to apply for a discount

People are not automatically disregarded.

If you think that somebody in your home should be disregarded, please contact us for an application form. You will need to fill in a separate application form for each person.

If you qualify for a discount we will send you an amended bill. If we cannot reduce your bill we will write to you telling you why we have not been able to do so.

Disregard type 2

People with severe mental problems

We do not count people if they have severe mental problems.

These problems must be “a severe impairment of intelligence and social functioning (however caused) which appears to be permanent”.

They must also be entitled to at least one of the following benefits, or they would be entitled if they had not reached pensionable age. The benefits are:

- incapacity benefit,
- attendance allowance,
- severe disablement allowance,
- the care component of a disability living allowance paid at the highest or middle rate,
- an increase in the rate of disablement pension (where constant attendance is needed),
- disability working allowance,
- an unemployability supplement,
- constant attendance allowance with disablement benefit or war disablement pension,
- an unemployability allowance,
- income support which includes a disability premium; or
- their partner is receiving jobseeker’s allowance which includes a premium to make up for losing one of the above benefits.

We will contact the person’s doctor to ask for a certificate to confirm that they have a severe mental problems.

If everyone who lives in the property has severe mental problems, you may not need to pay anything. There is more information in the Exemption information leaflet. You can get a copy from any of our offices.