

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](mailto:revben@richmond.gov.uk)  
Web site: [www.richmond.gov.uk/finance](http://www.richmond.gov.uk/finance)

POSTAL ADDRESS:
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ADDRESS OF PROPERTY IF DIFFERENT TO POSTAL ADDRESS
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**COUNCIL TAX EXEMPTION – PROPERTIES OCCUPIED SOLELY BY SEVERELY MENTALLY IMPAIRED PEOPLE  
(EXEMPTION TYPE U)**

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:

[       ]
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**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**

**Note: Please complete one form for each person at the property.**

## **Exempt Properties**

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

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

*Exemptions are not given automatically.*

To apply for an exemption, you need to fill an 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.

*Exemption type U*

## **Properties that are lived in only by people with severe mental problems**

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### **Which homes are exempt?**

Any home which is lived in only by people who

- have severe mental problems; **and**
- at least one of whom would otherwise be liable to pay the Council Tax; **and**
- are entitled to, (or would be entitled if they had not reached pensionable age) :
  - incapacity benefit, or
  - attendance allowance; or
  - severe disablement allowance; or
  - the care component of a disability living allowance paid at the highest or middle rate; or
  - an increase in the rate of disablement pension (where constant attendance is needed); or
  - disability working allowance; or
  - an unemployability supplement; or
  - constant attendance allowance with disablement benefit or war disablement pension; or
  - an unemployability allowance; or
  - 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.

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

We will contact the person's doctor to ask for a certificate confirming the claim.

The property will be exempt as long as the circumstances remain the same. You must tell us about any changes that affect the exemption, for example the property is sold, or someone else moves in.