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Council Tax Ref Number (if known):

Council Tax Reductions for Disabilities

It is important that you read the accompanying notes before completing this form.

Section 1

Name of applicant

Address

Name of the disabled person if different to applicant.

Is the disabled person resident in the property for which the reduction is sought?

Please give brief details of disability.

Section 2

Is there a room, other than a bathroom, kitchen or toilet, which is predominantly used by and required to meet the needs of the disabled person? e.g. a therapy room. If so give details of the room, its uses and date of any change of use or adaptation.

Is there a second kitchen or bathroom specifically used to meet the needs of the disabled person?
If so please specify the date this second room came into use.

Is a wheelchair used indoors by the disabled person?
If so from what date.

Declaration

The information given on this form is correct. I undertake to notify the Council Tax Office immediately if

- a) The disabled person no longer resides at the property
- b) The circumstances outlined on this form change
- c) If I believe I am no longer eligible for a reduction

Signature of Council Tax liable person

Name:

Signed:

Date:

Contact Telephone Number:

The authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share with other bodies responsible for auditing or administering public funds for these purposes. For further information see www.westlancs.gov.uk/nfi

West Lancashire Borough Council

GUIDANCE NOTES

Council Tax Reductions For Disabilities

It is important that you read these notes before completing the Council Tax Reductions for Disabilities application form.

If you are a disabled Council Tax Payer, or you have a disabled person living permanently with you, you may qualify for a reduction. The reduction is awarded by calculating the Council Tax based on the Council Tax valuation band below the actual band of the property. For example a Band B property would be charged on a Band A valuation. In the case of Band A properties the Council Tax will be reduced to 5/9ths of the Band D amount.

To qualify, the property must be **the sole or main residence** of a person who is **permanently and substantially disabled AND**

1. There is a room, **other than a kitchen, bathroom or toilet**, which is mainly used for meeting the needs of the disabled person; or
2. There is a **second kitchen or bathroom** which is **used for meeting the needs** of the disabled person (a second toilet cannot qualify); or
3. The disabled person **needs to use a wheelchair indoors and there is space to do so**

The following notes clarify some of the terms used and illustrate situations where a reduction may be given.

A room (other than a kitchen, bathroom or toilet) mainly used

The main use of the room will usually have been taken over. A room that is now mainly used for treatment or therapy or the storage of equipment used by the disabled person will qualify.

In other cases, a downstairs room that has been converted to a bedroom or bedsitting room for a person who cannot manage stairs will not qualify.

An upstairs room that would normally be used as a bedroom but has been converted to a bedsitting room for a person who is mainly bedridden and only able to get about with great difficulty will not qualify.

The use of a commode by a person who finds it difficult to get to a toilet will not qualify.

Second Bathrooms or Kitchens

Second bathrooms and kitchens have to be mainly used for meeting the needs of the disabled person. A shower room is treated as a bathroom however a second toilet is not.

Use of a Wheelchair Indoors

If you do not have an extra room but require the use of a wheelchair indoors, providing the disabled person both needs and is able to use a wheelchair indoors you may qualify. A person who normally uses a wheelchair but cannot do so indoors because of space restriction will not qualify. The storage of a wheelchair indoors is not sufficient to qualify.

A Council Tax Inspection Officer may visit the property to determine any qualification for disabled reduction. You will be notified in writing of any decision.

It would be helpful if you include your daytime telephone number should your application need to be discussed further and to arrange a suitable appointment where necessary.

If your application is successful you will be granted the reduction from either, the effective date of the adaptations if completed in the current financial year or, the 1st April of the current financial year.

If you are granted disabled relief and are already in receipt of a Council Tax discount or Council Tax Benefit, then these reductions will be recalculated based on the reduced band charge.

Council Tax reduction for the disabled is not income based and you may qualify whether or not you are in receipt of another Council Tax discount or Council Tax Benefit.

If the disabled person leaves the property you must notify the Council Tax Office, as the reduction will no longer apply.

If you need further advice or require help completing your application form please contact the Council Tax Office on 01695 585090.