# Disabled band reduction application

Please fill in this form to **apply for a disabled band reduction** and send it to:

Date:

Council tax account number:

Revenues Team

Council Offices, High Street,
Coleford, Glos
GL16 8HG

Before completing this form, please read the notes on the attached page.

|  |
| --- |
| Details of applicant  |
| Full Name |  |
| Address and Postcode |  |
| Contact telephone number |  |
| Email address |  |
|  |
| Details of disabled person |
| Name |  |
| Nature of disability |  |

| Reason for application |
| --- |
| **Is a second bathroom required for meeting the needs of the disabled person?** | Yes/No |
| **Is a second kitchen required for meeting the need of the disabled person?** | Yes/No |
| **Is a wheelchair used indoors?** | Yes/No |
| **Has extra space been created indoors to allow the wheelchair to move around easier?** | Yes/No |
| **Is there a room other than a bathroom, kitchen or lavatory which is mainly used by and required for meeting the needs of the disabled persons?** | Yes/No |
| If Yes, please describe how the above meets the needs of the disabled person. |

It will help if you can supply a note from a doctor, occupational therapist or social worker confirming the person’s disability and whether in their opinion the feature above or is of essential or major importance to their well-being.

|  |
| --- |
| We want to make sure the relief is given from the correct date, so please confirm the following:  |
| What date did the disabled person move into the property? |  |
| What date did the disability start? |  |
| What date were any adaptations or modifications completed? |  |
| Declaration |
| I declare that the information given on this form is true and accurate to the best of my knowledge and undertake to inform the Council of any changes within 21 days. I understand that it is an offence to give false information and that I may also be liable to a Penalty of up to £280.00 if I have done so. |
| Name (Block Capitals |  |
| Signature |  |
| Date |  |

Q **Who can apply?**

A The council tax payer can apply, providing there is at least one disabled person (child or adult) solely or

 mainly resident in the dwelling.

Q **How is ‘disabled’ defined for this scheme**

A A person is a ‘qualifying individual’ for the purposes of this scheme if he/she is substantially and permanently

 disabled (whether by illness, injury, congenital deformity or otherwise)

Q **What must the dwelling feature?**

A A room (other than a bathroom, kitchen or lavatory) which is used predominantly by the disabled person or

 a second bathroom or kitchen or sufficient floor space to permit the use of a wheelchair indoors, which is

 required to meet the needs of the disabled person.

 The fact that a disabled person uses a room will not, on its own, lead to a reduction. Everyone needs

 somewhere to sleep, eat, live, etc. but sometimes there has to be a room specially to meet the needs of the

 disabled person.

 The room can be either an existing room or an additional room/extension but there must be a link between

 the person’s disability and the use of the room. It is important to note that it is the room that must be of

 importance to the disabled person, not necessarily what is in the room unless the room has been physically

 adapted.

Q **What does ‘required for meeting the needs of the disabled person’ mean?**

A It means that the feature must be essential, or major importance, to the disabled person’s well-being because

 of the nature and extent of his/her disability.

The room or extra feature is of essential or major importance if, were it **not** available:

1. The disabled person would find it physically impossible or extremely difficult to live in the property:
Or
2. His/her health would suffer or the disability would be likely to become more severe

The room or space concerned must be required by the disabled resident as a result of their disability such that it would be needed if they were not disabled.

The intention behind the legislation is that the person liable to pay Council Tax should not have to pay more as a consequence of meeting the special needs of a disabled resident, not that he should pay less just because he or another resident is disabled.

Q **How much is the reduction?**

A The reduction takes the form of charging Council Tax for the band below the actual band for your property.

 E.g. if your property is in Band D, you will be charged the Council Tax applicable to Band C. The Council Tax

 for a Band A property will be reduced by 1/6th.

 **The Data Protection Legislation**

Forest of Dean District Council is the Data Controller for the purposes of the Data Protection Legislation. We will only use your personal information in accordance with the Legislation and for the purposes of Council Tax. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.