

## Application for a reduction in council tax for disabled people

This is an interactive PDF that you can fill in electronically. When you have completed the form – please send to Council Tax Section, Herefordshire Council, Plough Lane, Hereford HR4 0LE. Alternatively you can scan and email to [counciltax@herefordshire.gov.uk](mailto:counciltax@herefordshire.gov.uk)

Before filling in this form please read the guidance notes below and those on page 3.

If you wish to claim this reduction, please complete sections A to E of this form in CAPITAL LETTERS, section F should be completed by a doctor or other qualified professional such as an occupational therapist.

If you would like more information, advice or help with the form please contact the Council Tax department at the above address or on telephone number 01432 260360. Telephone lines are open Monday to Friday 10am to 4pm.

### Section A

Address of the property where you are applying for the reduction:

Council tax account reference number:

Name of the disabled person (living at the above property):

### Section B

Name of applicant (the council tax payer of the above property):

The applicants address (if different from above)

Daytime telephone number:

Email address:

**Section C - Grounds for the application**

Please tick on box per question **Yes** **No**

- (a) An additional room, which is not a bathroom kitchen or lavatory, which is predominantly used by and is essential for meeting the needs of the disabled person
- (b) An additional bathroom or kitchen required for meeting the needs of the disabled person
- (c) A wheelchair used indoors by the disabled person

**Section D**

Date on which the above grounds became effective:

Please note that the council is required to arrange a visit to your property to verify these details.

**Section E - Declaration by the applicant**

I declare that the information given in this form is correct to the best of my knowledge and I authorise Herefordshire Council to verify any information declared should they wish to do so. I understand that I must advise the Council at once if any of the circumstances change.

Signed:.....

Date:.....

Section F - THIS SECTION IS TO BE COMPLETED BY A DOCTOR OR OTHER QUALIFIED PROFESSIONAL SUCH AS AN OCCUPATIONAL THERAPIST.

Name:

Position:

Address (of surgery etc):

Tel No.

**I certify that (enter the name of the disabled person) \_\_\_\_\_  
is a qualifying individual for the purposes of the Local Government Finance Act 1992.  
Please refer to the note 1 on page 3.**

Signature:.....

Date:.....

Want to manage your Housing Benefit, Council Tax, Business Rates or Landlord account online?  
Simply visit [www.herefordshire.gov.uk/myaccount](http://www.herefordshire.gov.uk/myaccount) to register.

**NOTES**

1. To qualify for a reduction, a person who is substantially and permanently disabled, whether by illness, injury, congenital deformity or otherwise, must reside in the dwelling.
2. In addition to which, one of the facilities in section C must be provided and be essential or of major importance to the disabled person's wellbeing, taking into account the nature and extent of the disability.
3. Any reduction will be given by basing the Council Tax bill on a lower valuation band to that which has been assessed for the dwelling by the Listing Officer of the Inland Revenue. For instance, if the dwelling has been valued within Band C and a disability reduction is granted then the Council Tax bill would be based on Band B.
4. Band A properties have only been entitled to receive the discount from 1 April 2000. The reduction will be calculated as 1/9 of the charge for a band D property.

5. In assessing the application the authority will need to be satisfied that:

a) There is a resident in the dwelling who is DISABLED and who needs either space for a wheelchair to be listed within the dwelling, or an additional kitchen, bathroom or other room, AND

b) That this space or room is ESSENTIAL OR OF MAJOR IMPORTANCE TO THE WELL BEING OF THE DISABLED RESIDENT because of the nature and extent of the disability.

Consequently, it is necessary for a Council Tax Inspection Officer to contact you to arrange a suitable time to visit you. The visit is required to establish whether the property fulfills the necessary criteria for the reduction to be awarded (see part C of the application form).

You do not have to complete this form unless you wish to claim a discount but if you provide false information you may be subject to a penalty of £70 and prosecution under the Theft Act 1978.

Any information provided will be treated in the strictest confidence but may be stored on computer and is therefore subject to the provisions of Data Protection legislation.