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Account Number:	Property Reference:

COUNCIL TAX DISABLED PERSONS - REDUCTION SCHEME APPLICATION FORM

The liable person for the Council Tax may apply for a reduction in their bill if there is a person who has their sole or main residence at their address and that person is substantially and permanently disabled.

PART 1 - APPLICANT'S DETAILS: (This is the person who will be liable for the Council Tax):

Full Name: _____ Daytime Telephone Number: _____

Full Address: _____

PART 2 - DISABLED PERSON'S DETAILS:

Full Name: _____

PART 3 - PROPERTY DETAILS:

Does the property have a second bathroom required for meeting the needs of the disabled person?

Does the property have a second kitchen required for meeting the needs of the disabled person?

Is it essential for the disabled person to use a wheelchair within their property?

Is there a room in the home which is predominantly used by, and required for meeting the needs of the disabled person?

If "yes" please give details.

PART 4 - DECLARATION

I confirm that the information given on this form is correct and I will notify you immediately if I believe that I am no longer eligible for a reduction granted in respect of this application.

Signature of Applicant _____ Date _____

Full Name: _____

For office use only:	Initials	Date
System updated by		
Benefits notified		

GUIDANCE NOTES

Please supply as much information as possible to support your application.

In order to verify an application's entitlement to a reduction it may be necessary to visit the property. We may request a note from a doctor, or other qualified professional such as an occupational therapist or social worker to confirm that the disabled resident needs the extra space or room as stated in part 3 overleaf.

If an application is successful the liable person for the tax will be sent a certificate confirming their entitlement to a reduced bill. The reduction takes the form of calculating the Council Tax bill as if the property had been placed in the band immediately below the one shown in the Valuation List. Therefore, a successful applicant whose home was originally in Band D, would have their liability based on the property being in Band C.

If you require any help completing this application form, or if you require any further information, either call into the Broxtowe Borough Council Offices at Beeston, Stapleford or Eastwood, or contact this office by telephone on (0115) 917 7777.

Privacy Notice

For information on how we process and store your personal data, please view the Council's Privacy notice statement for further information:

<https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>