

**APPLICATION FOR COUNCIL TAX DISABLED BANDING REDUCTION
Council Tax (Reduction for Disabilities) Regulations 1992**

Council Tax Reference Number _____

Please read the Guidance Notes on the back of the form, answer the following questions and return the completed form to; Cannock Chase District Council, Local Taxation & Benefits, Civic Centre, Beecroft Road, Cannock, Staffs, WS11 1BG.

1. Applicants full name and address.

2. Name of disabled person _____

3. Disabled person's address (if different from 1. above)

4. Please specify the nature of the disabled person's disability.

5. From what date have the circumstances above applied? _____

6. Does the property have space for and use of a wheelchair indoors? **YES/NO**

7. Does the property have a second bathroom or kitchen? **YES/NO**
(A second lavatory will not qualify)

8. Is there a room in the property required for meeting the special needs of the disabled person? **YES/NO**

If you have answered YES, please explain in what way the room helps the needs of the disabled adult or child.

9. Please provide the name & address of the disabled person's doctor:

Declaration

I declare that the information given on this form is correct to the best of my knowledge and I will advise the Council Tax section of any changes, which may affect the entitlement to this discount or exemption. I agree to the Council making enquiries to verify this information.

Signed _____ Dated _____

Name (In block capitals) _____

Telephone Number _____ E-mail Address _____

The information contained on this form will be held on computers and is therefore subject to the provisions of the Data Protection Act 1998.

Guidance Notes

If you are a disabled Council Tax Payer, or you have a disabled person living permanently with you, you may get a reduction in your Council Tax. The reduction is awarded by treating the property as if it is in the Council Tax band immediately below the actual band of the property. So a band B property would be treated as if it is in band A. If the property is in band A, the Council Tax bill will be reduced by 1/6th.

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

There is a room, other than a kitchen, bathroom or lavatory, in the property which is predominantly used for meeting the needs of the disabled person

or

There is a second kitchen or bathroom which is used for meeting the needs of the disabled person (a second lavatory will not qualify)

or

The disabled person needs to use a wheelchair indoors and there is space for them to do so

The following notes clarify some terms used above and illustrate situations where a reduction might be given.

Sole or Main Residence:

The property must be the sole or main residence of the disabled person. No reduction can be awarded if the disabled person has their sole or main residence somewhere else and is only staying with you temporarily.

Permanently and substantially disabled:

The disabled person must be permanently and substantially disabled by illness, injury or congenial deformity or other reason. They need not be an adult. Some conditions are progressive and in such cases, a judgement will need to be made when a disability becomes substantial. In other cases, what seems at first to be a temporary condition can become permanent, although it is helpful if people apply when the condition arises.

A room other than a kitchen, bathroom or lavatory:

In these circumstances the primary use of the room will usually have been taken over by the disabled person. For example 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 bed sitting room for a person who cannot manage stairs will not qualify. An upstairs room that would normally be used as a bedroom, but which has been converted to a bed sitting 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 lavatory will not qualify.

Second bathroom or kitchen:

These do not have to be 'mainly used' for meeting the needs of the disabled person, so even occasional use for meeting their needs would be enough to qualify. A shower room is treated as a bathroom. A second lavatory is not treated as a bathroom.

Need to use a Wheelchair indoors:

The disabled person must both need and be able to use a wheelchair indoors. So a person who normally uses a wheelchair, but cannot do so indoors because corridors or doorways are too narrow, will not qualify. The storage of a wheelchair indoors is not sufficient to qualify. In the case of a disabled child it is possible that the use of a specialized buggy indoors could also give rise to entitlement.