



# Application for Disabled Relief Council Tax (Reduction for Disabilities) Regulations 1992

If you need any help completing this form please phone the Council Tax Office on 01775 761161

Please use **BLACK CAPITAL LETTERS**

Account Reference:

Property Reference:

Name:

Address:

## Section 1: Disabled Relief Reduction

Name of disabled person:

The person with the disability must be living in the property permanently for which the reduction is being sought.

If the disabled person is under 18, please confirm their date of birth:

Are they permanently and substantially disabled? (PLEASE TICK) Yes  No

Please give a brief description of the disability:

Does the property have at least one of the following features? (PLEASE TICK)

A room predominantly used by the disabled person.  
Please provide a brief note of how the room is mainly used to treat the needs of the disabled person.

A second bathroom or kitchen to meet the needs of the disabled person (a second lavatory will not qualify).

Space for and use of a wheelchair indoors.

Date the facilities were first used by the disabled person:

We may need to visit you to verify your application. Please provide a daytime telephone number and email address so that an appointment can be arranged if required.

Telephone no:  Email:

## Section 2: Declaration

I declare that the information given is correct to the best of my knowledge.

Signed:  Date:

Full name:

Date of birth:  Telephone no:

Email:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax Office on 01205 314200 to check.

## Section 3: Doctor's Certificate

A Doctor's certificate will be required for backdating if the criteria cannot be verified, or if backdating earlier than 1st April of the current financial year.

The Doctor must fill in this section.

Unfortunately we cannot be responsible for any charge made to fill in this certificate.

Please complete the following certificate stating if the person is permanently and substantially disabled. On completion of this form, please forward it along with any supporting documents to: Council Tax Team, Boston Borough Council, Municipal Buildings, West Street, Boston, Lincolnshire PE21 8QR

In my opinion, the person named overleaf is:

Substantially and permanently disabled, whether by illness, congenital deformity or otherwise.

AND

Because of their disability, the feature (and date of use) declared in Section 1, is of essential or major importance.

Doctor's signature:

Date:

Doctor's full name:

Surgery/Hospital address:

Surgery Stamp:

**WARNING:** If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

### FOR OFFICIAL USE ONLY

Date visited:

Visiting officer name:

Feature confirmed:

Disabled person present:

Sole/Main residence:

Permanently/Substantially disabled:

Additional notes:

## Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, Boston Borough Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website [www.boston.gov.uk/privacy](http://www.boston.gov.uk/privacy) for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.



**PSPS**  
Public Sector Partnership Services Ltd

Delivering services for





# Guidance Notes - Disabled Relief

## **Please read the following notes carefully before making an application for Disabled Relief.**

The Council Tax (Reduction for Disabilities) Regulations 1992 allow for a reduction in Council Tax if you or someone in your household is disabled **AND** certain criteria are met.

### **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.

### **Substantially and Permanently Disabled:**

The disabled person must be substantially and permanently disabled, whether by illness, injury, congenital deformity or otherwise. They can be an adult or a child. 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 which is not 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 dialysis equipment or other essential medical 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 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:**

In these circumstances the second bathroom or kitchen has been modified for the disabled person, who is unable to use the other bathroom or kitchen in the property. A shower room is treated as a bathroom however a second lavatory on its own is not treated as a bathroom.

### **Sufficient floor space and use of a wheelchair indoors:**

The disabled person must both need and be able to use the 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 specialised buggy indoors might qualify.

### **What will this reduction mean to me?**

If you are granted Disabled Relief, your property will be treated 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 your property is in Band A, you will receive a 1/9th reduction of a Band D charge.

We may need to arrange a visit to your property to check that the details you have provided are correct and to help us decide whether or not this reduction can be given. If a visit is required, we will contact you shortly after receiving your application to arrange a mutually convenient appointment.

A Doctor's certificate will be required for backdating if the criteria cannot be verified, or if backdating earlier than 1st April of the current financial year.

You will be sent annual review forms to confirm your circumstances have not changed.

### **Note**

You must continue to pay in accordance with your most recent Council Tax bill, even if you have already applied for a discount. If your application is successful, you will receive an amended bill showing you the reduction awarded.