

# COUNCIL TAX - Disabled Reduction



Knowsley Council

**Please complete this form and return to:**

Knowsley Metropolitan Borough Council

Municipal Buildings, Archway Road, Huyton, Merseyside, L36 9YU

**Telephone:** 0151 443 4476

**E-mail:** [local.taxation@knowsley.gov.uk](mailto:local.taxation@knowsley.gov.uk) **Web:** [www.knowsley.gov.uk](http://www.knowsley.gov.uk)

Your name and address:	Council Tax account number:
	E-mail address:
	Your phone number:
Address form relates to (if different)	

**Please read the information over the page before you fill in your application**

The name of the disabled person

Nature of disability

**Reason for applying (please tick relevant boxes)**

There is a room in the property that is mainly used by the disabled person.

*(please give details of this usage in the adaptations box below)*

There is an extra bathroom or kitchen in the property to meet the disabled persons needs

*(this must contain a bath or shower and not just toilet and wash hand basin)*

The disabled person uses a wheelchair indoors

When do these conditions apply from?  -  /

**Please provide detail of any adaptation(s) made to your property as above.**

Your signature

Date

**Please ensure that the medical certificate overleaf has also been completed before submitting this application**

**Council Tax and Data Protection - How we will use your information.**

The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation. This authority has a duty to protect public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering public funds. We will not disclose your personal information to third parties for marketing purposes

**Any changes in circumstances should be notified to the council within 21 days.**

You must ask a doctor or other qualified person, such as an occupational therapist or a social worker, to complete this certificate.

<b>Medical Certificate</b>	
I confirm that the person named overleaf is disabled and that in my opinion, the facilities ticked are essential or of major importance to the well being of that person.	
<b>Signature:</b>	<b>Profession:</b>
<b>Name and address:</b>	
<b>Date:</b>	<b>Authorising stamp:</b>

**COUNCIL TAX – DISABLED REDUCTION APPLICATION**

**Who can apply?**

If you have adapted your home to meet the needs of a disabled person who lives there and he/she is permanently and substantially disabled, you may be entitled to a reduction in the amount of Council Tax you pay. The property must be the disabled person’s main residence.

The adaptations that qualify are:

- a room (not a kitchen or bathroom), mainly used by the disabled person; • an extra kitchen or bathroom needed to meet the disabled person’s needs; **or**
- enough floor space for a wheelchair that is used indoors.

Small modifications alone, for example, a stair lift or bath hoist, are not automatically enough for us to grant relief.

**How do I apply?**

If you think that you meet these conditions, fill in the application form and return it to us. Please provide as much detailed information as possible and any supporting evidence, e.g. photographs, planning completion notice, proof of benefits etc **What happens if I qualify?**

We will send you an adjusted bill, charging you as if your property were in the valuation band below the one the Listing Officer has actually given it.

From 1<sup>st</sup> April 2000, if your property is already in the lowest band (A) you will get a reduction of one ninth of a band D charge.