

Please ask for: Revenues & Customer Support



Leicester
City Council

Revenues & Customer Support

York House

91 Granby Street

Leicester, LE1 6FB

Tel: 0116 454 1005

Fax: 0116 454 0705

council.tax@leicester.gov.uk

On-Line Form

Please write your name and the address this form is for in the box

Council Tax Reduction for Disabilities Application Form

Thank you for your enquiry for a reduction in your Council Tax bill because a person with a disability lives at this address. Please read the notes on the back of this form and then give the details asked for below.

Part A: Name and Address of Applicant

1. Applicant's Name (this is the person liable to pay the Council Tax bill):

.....

2.Applicant's Address:.....

3.Daytime telephone number (to arrange home visit):.....

Part B: Name and Address of Disabled Person

1. Disabled Person's Name (this person needs to live at the address for which a reduction is being claimed):

.....

2. Disabled Person's Address (If different from the applicant's):.....

.....

Part C: Grounds for Application (please tick the answer that applies)

Is:

(a) A room set aside which is predominantly used by and required for meeting the needs of the disabled person?

Yes

No

(b) A second bathroom or second kitchen required for meeting the needs of the disabled person?

Yes

No

(c) A wheelchair used indoors by the disabled person?

Yes

No

Part D: Declaration

The details given on this form are correct. I will inform you immediately if I believe I am no longer eligible to a reduction granted under this reduction scheme.

Applicant's Signature:Print Name.....

Date:.....

Please return this completed form to: **Leicester City Council, FREEPOST RTRE-HTRJ-CSSJ, Revenues & Customer Support, York House, 91 Granby Street, Leicester, LE1 6FB**
(No stamp is needed.)

Council Tax Reduction for Disabilities – Notes to Help You

If after reading these notes you have any more questions about the scheme, please contact us on 0116 454 1005, or by any of the other methods shown on the front of this form.

What is the Council Tax Reduction for Disabilities scheme?

A way you can get your bill reduced if your home has certain features that are essential or very important to the well being of an adult or child with a disability who lives there.

Who can apply for the reduction?

The person who pays the Council Tax bill has to make the application.

What are the special features?

- A room, other than a bathroom, kitchen or lavatory, that is mainly used by the person with a disability, or
- A second bathroom or second kitchen, or
- Extra space inside the property, which is needed for wheelchair use.

How much will my bill be reduced by?

If you receive the reduction your bill will be reduced to that of a property in the next valuation band below the one it is currently in. For example, if you live in a band “C” home, you will be charged for a band “B” home. If your home is in band “A”, your bill will be reduced by 1/9th of a band D charge.

How do I get the reduction?

- Fill in this application form and send it to us at the address show on the front of this form.
- Before we give a reduction one of our officers will contact you to arrange to visit your home to check the application details. We will agree a date and time for the visit. Our officers will show you their identity card when they visit so you know who they are.
- If you are entitled to the reduction you will be sent a letter to confirm this, and a new council tax bill will be issued.

What if my circumstances change?

- Please tell us within 21 days of any change that may affect your entitlement to the reduction. If, for example, the disabled person moves or a room previously set aside for using special equipment is no longer needed for this purpose.
- We will tell you if you are no longer entitled to a reduction, and will send you a new council tax bill showing the correct amount you have to pay.
- If you find it hard to pay the new charge, phone us on 0116 454 1005 and we will try to agree a payment arrangement with you to make things easier.

What if we don't give you a reduction?

- We will write to you to explain why we believe you should not get the reduction.
- If you do not agree with our reason you need to write to us to explain why.
- We will review our decision and if we still do not give you the reduction we will explain how you can appeal to a tribunal to decide the matter.

Data Protection

The information that you provide will be processed in accordance with the provisions of the Data protection Act 1988 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 or for other lawful purposes. This may include, but not be limited to, matching Council Tax data with Electoral Registration records and credit agency information.

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 detecting / preventing fraud or auditing / administering public funds. We will not disclose your personal information to third parties for marketing purposes.

Further information can be obtained from the Council and Democracy section of our website: www.leicester.gov.uk, by emailing data.protection@leicester.gov.uk or by contacting:

Information Governance,
Information Services,
Ground Floor, Bosworth House
9-15 Princess Road West
Leicester
LE1 6TH