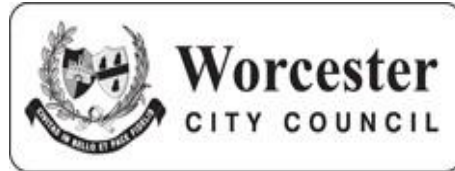




www.malvern hills.gov.uk



www.worcester.gov.uk



www.wychavon.gov.uk

**APPLICATION FOR COUNCIL TAX DISABLEMENT REDUCTION**

Please read the guidance notes overleaf and if you believe you are eligible for a discount (as the person named liable for Council Tax) complete this application form in full using black ink and return it to the address below.

**Failure to provide any of the information requested may result in unnecessary delays.**

Account or property reference (if known):	
Full name of applicant:	
Full address of property for which reduction is being claimed:	
Full name of disabled person:	
Nature of disability:	
Is letter of confirmation enclosed?*	YES <input type="checkbox"/> NO <input type="checkbox"/>
*See guidance note 3.	
Is there a room which is predominantly used by and required for meeting the needs of the disabled person?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If <b>YES</b> , please describe how the room is used:	
Is there a second bathroom or kitchen required for meeting the needs of the disabled person?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is a wheelchair used indoors by the disabled person?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Daytime telephone number:	
Email address:	
Do you wish to receive your bills by email?	YES [ ] NO [ ]
*Not compulsory but may help if we have any queries.	

Please continue overleaf.../

**DECLARATION:** I declare to the best of my knowledge and belief that all the information I have given on this application is true and complete in all respects. I authorise the Council to make any enquiries they wish to verify the information. Personal data is collected and processed in accordance with data protection law. The South Worcestershire Revenues and Benefits Partnership is managed by Civica who process data on behalf of the Data Controllers namely; Wychavon District Council, Worcester City Council and Malvern Hills District Council. For further information please visit the Council's website for the area you live in and search for Privacy Notices.

**YOU MUST NOTIFY THE COUNCIL AS SOON AS THESE CIRCUMSTANCES CHANGE. YOU ACKNOWLEDGE THAT FAILURE TO DO SO COULD RESULT IN A PENALTY BEING IMPOSED**

Full name:	Signed:
Date:     /     /	

**FOR OFFICE USE ONLY (To be completed by Revenues Visiting Officer).**

Date of visit:     /     /	Reduction recommended:     YES <input type="checkbox"/> NO <input type="checkbox"/>
Effective from:     /     /	Signature:
Notes:	

**Guidance Notes**

1. Where the reduction is awarded, this has the effect of lowering the Council Tax charged for properties in Bands B to H to the equivalent of the next lowest band. For example, a property in band C would be charged at the rate for band B. For properties in Band A the amount of discount will be 1/9<sup>th</sup> of the amount set for properties in Band D.

In order to qualify the prescribed facilities must be required for meeting the needs of the qualifying individual. A 'qualifying individual' is defined as 'a person who is substantially and permanently disabled (whether by illness, injury, congenital deformity or otherwise)'. The qualifying individual must be resident in the dwelling for which the reduction is sought.

The prescribed facilities are-

- A room which is not a bathroom, a kitchen or a lavatory and which is predominantly used by and is required for meeting the needs of any qualifying individual resident in the dwelling.
- A second bathroom or kitchen in the dwelling and which is required for meeting the needs of any qualifying individual resident in the dwelling.
- Sufficient floor space to permit the use of a wheelchair required for meeting the needs of any qualifying individual resident in the dwelling and use of a wheelchair indoors

2. The applicant must be the person named on the Council Tax bill.
3. It will help in the consideration of this application if the applicant can supply a note from a doctor, or other qualified professional such as an occupational therapist or social worker, confirming that the disabled resident needs the extra space or room. If for any reason you are unable to obtain such confirmation easily, then do not delay your application. However, we may subsequently need to ask for evidence in support of your application.
4. It will be necessary for a member of the Revenues staff to visit the property and an appointment will be made. All Revenues staff are required to carry identification. Please do not hesitate to ask to see the identification before allowing anyone to enter your home.