



**Nottingham
City Council**

Revenues and Benefits

Admail 4270

Nottingham

NG19YZ

Telephone 0115 7181777

Fax: 0115 876 3131

www.nottinghamcity.gov.uk/counciltax

Account Number:

Date of Issue:

PLEASE REFER TO THE GUIDANCE NOTES OVERLEAF.

Name and address of applicant:	Daytime telephone number:

Name and address of disabled person:
Nature of disability:

REASON FOR APPLICATION (*please delete as appropriate)

Does the above property have:

- (a) A room which is mainly used by and required for meeting the needs of the disabled person?
YES/NO*
If the answer is YES please provide details
- (b) A **SECOND** bathroom or kitchen which is required to meet the needs of the disabled person?YES/NO*
- (c) Sufficient space for use of a wheelchair, if required?
YES/NO*

DATE YOU WANT THE REDUCTION TO BE AWARDED FROM (proof may be requested)

EVIDENCE REQUIRED

Please provide photographs to support your application

DECLARATION

The information given on this form is correct. I undertake to notify you immediately if I believe that I am no longer eligible for a reduction granted in respect of this application.

Signature.....

Date.....

GUIDANCE NOTES

Your council tax bill may be reduced if your home has certain features which are essential, or of major importance, to the well-being of a person with disabilities, whether an adult or child, who resides in the dwelling.

A person can apply for the reduction provided that:

they are either solely or jointly and severally liable to pay the council tax in respect of the dwelling, *and*
at least one sole or main resident is substantially or permanently disabled.

A reduction can be granted if the dwelling has either:

a room, other than a bathroom, kitchen or lavatory, which is used mainly by the disabled person and is required for meeting their needs. The room could be used for therapy or for any other purpose, or
enough space for the use of a wheelchair where one needs to be used inside the dwelling.

EFFECT OF A REDUCTION

Where a property fulfils the above conditions the council tax bill will be reduced to that of a property in the valuation band immediately below the band given for the property in the valuation list. For example, if a property falls into band D the council tax will be calculated as though it is band C.

NOTES FOR OCCUPIERS OF BAND A DWELLINGS

The government has now introduced legislation which extends this scheme to dwellings in band A. This is effective from 1st April 2000. The standard criteria (given above) will apply and the reduction will be equal to 1/19th of band D.

PLEASE BE AWARE THAT PRIOR TO 1st APRIL 2000 PROPERTIES IN BAND A DID NOT QUALIFY UNDER THIS SCHEME. THE COUNCIL REGRETS THAT IT IS UNABLE TO BACKDATE THESE APPLICATIONS TO A DATE PRIOR TO 1st APRIL 2000.

When you have completed this form it should be returned to the address below. If you require any advice or assistance in completing this form please contact:

Revenues and Benefits

ADMAIL 4270

NOTTINGHAM

NG1 9YZ

TELEPHONE: (0115) 718 1777

THE COUNCIL RESERVES THE RIGHT TO VERIFY THE INFORMATION CONTAINED IN THIS FORM. IT IS LIKELY THAT A COUNCIL TAX OFFICER WILL VISIT YOUR HOME IN ORDER TO CONFIRM THE RELEVANT DETAILS. WHEREVER POSSIBLE AN APPOINTMENT WILL BE MADE FOR THIS VISIT.

Privacy Notice

We will use the information provided by you for the assessment and collection of Council Tax. The information provided by you includes a special category of personal data relating to physical or mental health. This is used to determine eligibility for reduction in accordance with The Council Tax (Reductions for Disabilities) Regulations 1992.

Our full Privacy Notice for Council Tax can be found at **www.nottinghamcity.gov.uk/council-tax/council-tax-privacy-notice**. A paper copy can be provided upon request.