



For office use Only

UPRN:

DATE SENT:

COUNCIL TAX REDUCTION FOR DISABLED FACILITIES

Thank you for your enquiry regarding a reduction in your Council Tax. Please fill in this form and return it immediately to: **Birmingham City Council, Resources, (Revenues and Benefits), P.O Box 5, Birmingham B4 7AB.**

WHO QUALIFIES

For the reduction to be awarded, the property must be the permanent residence of at least one person with a disability. No additional reductions will be awarded if more than one disabled person lives in the property. The disabled person may be an adult or child living within the household. The form needs to be completed by the person liable for Council Tax purposes if the disabled person is not the named person on the Council Tax bill.

In order to qualify for this reduction, a person must be substantially and permanently disabled (whether by illness, injury, congenital, deformity or otherwise). The property must have been adapted to meet the needs of this disability.

REDUCTION ENTITLEMENT

If a disability reduction is awarded then the Council Tax bill will be reduced to the valuation band immediately below the current band. For example, if a property has been placed in a band C and a disability reduction is granted then the property banding will be amended to that of B. Band A is the lowest, so if you are already in this band, we will reduce your bill by the equivalent of one-ninth of Band D. It should be noted however, if you are in receipt of Council Tax Benefit or other discounts/exemptions then the bill will automatically be amended to reflect this. A refund will only be issued for any overpayments that have been made. An amended bill will be issued to you showing this information.

Section A (this section needs to be completed by the Council Tax payer)

Full Name -----

Address -----

Telephone/Mobile Number -----

E-mail Address -----

Section B (details of the disabled person)

Full Name -----

Does the person live here permanently? Yes / No (please circle)

If yes, what date did the person move in -----

Section C - Grounds for Application

1. Is there a room used mostly by the person with a disability to meet their special needs? Yes / No (please circle)

For example *A room used to store wheelchairs or dialysis equipment.

*A downstairs room used as a bedroom in a property with two or more storeys (not a bungalow or flat)

Please give details -----

2. Is there an extra bathroom or kitchen used to meet the special needs of the person with a disability? Yes / No (please circle)

3. Does the person use a wheelchair indoors? Yes / No (please circle)

4. If you have answered YES to any of the above questions please give further details of the facilities and the date they were first used -----

Section D

Birmingham City Council has a duty to maintain accurate records for billing and collection of Council Tax. In order to meet this requirement the City periodically reviews all records including those where allowances discounts and relief's are granted. These records may be checked by using information already held by the City and its partner organisations such as credit referencing agencies to identify cases where such allowances, discounts and reliefs no longer apply.

Declaration

I declare the information that I have given is correct and complete to the best of my knowledge. I understand the council may make enquiries to verify the information I have given.

I will notify you immediately if my circumstances change which will affect the amount of Council Tax I am charged.

Signature of Applicant _____

Print Name _____

Date _____