

Application for a Council Tax Reduction Disabled Person

Please read the notes overleaf. This form should be completed in ink and block capitals by the liable person. The completed form should be returned to the Council Tax Team, East Lothian Council, Haddington, EH41 3HA.

1	Enter the address of the property for which you are claiming disabled person's reduction	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	<input type="text"/>
2a	Enter the name of the disabled person living in the property	<input type="text"/>
2b	Tick this box if the property in question 1 above is the disabled person's sole or main residence.	<input type="checkbox"/>
3a	Enter below the nature of the disabled person's disability	<input type="text"/> <input type="text"/> <input type="text"/>
3b	Tick this box if the disability is permanent	<input type="checkbox"/>
3c	Start date of permanent disability	<input type="text"/>
4	Please tick any box below which applies to the property and give any further information required.	
4a	There is a room other than a kitchen, bathroom or lavatory which is predominantly used by, and is required to meet the needs of, the disabled person. <i>Please give details of the type of room and the nature of its use.</i>	<input type="checkbox"/> <input type="text"/>
4b	There is more than one bathroom or kitchen within the property. The additional bathroom or kitchen is required to meet the needs of the disabled person.	<input type="checkbox"/>
4c	There is sufficient floor space provided to permit the use of a wheelchair required to meet the needs of the disabled person and which is used within the property.	<input type="checkbox"/>

Declaration

I declare that, to the best of my knowledge, the information given on this form is true and correct. I understand that it is an offence to knowingly make a false declaration. I understand that enquiries may be made to verify the information given and that this may include inspection of the property. If awarded a Disabled Person's Reduction I undertake to inform the council of any change in circumstances affecting the amount of Council Tax payable.

Signature Date

Email Daytime Tel Mobile

NOTES

If a disabled person lives in the property then, providing certain conditions are met, a Disabled Person's Reduction will be applied. This means that the Council Tax charge is calculated as if the dwelling was in the next lowest valuation band. If the dwelling is already in band A no reduction can be applied.

The property must be the "sole or main residence" of the disabled person. This means that the property must be the disabled person's main or only home.

The disabled person must be "substantially and permanently disabled". This can be due to illness, congenital deformity or any other reason. If the disability is not permanent; no reduction will apply.

In addition, one of a, b or c of section 4 must apply. The term "meeting the needs of the disabled person" means that it is essential, or of major importance, to the disabled person's wellbeing, because of the nature and extent of his or her disability. A wheelchair is not considered essential to the disabled person's needs if he or she does not use it in the property.

This form should be completed by the liable person and returned to:

Council Tax Team
East Lothian Council
Haddington
EH41 3HA

Failure to complete and return this form could result in the award of a Disabled Persons Reduction being delayed or cancelled.

If you wish to contact a member of the Council Tax Team, please phone 01875 824314 or visit www.eastlothian.gov.uk/counciltaxforms and complete one of our online forms.

Alternatively, you can call in to one of our local offices from 9.00am to 4.30pm Monday, Tuesday and Thursday, 10.00am to 4.30pm Wednesday or 9.00am to 3.30pm Friday.

Dunbar Area Office – The Bleachingfield Centre, Countess Crescent, Dunbar EH42 1DX
Haddington Area Office – John Muir House, Brewery Park, Haddington EH41 3HA
Musselburgh Area Office – Brunton Hall, Ladywell Way, Musselburgh EH21 6AF
North Berwick Area Office – North Berwick Shared Facility, School Road, North Berwick EH39 4JU
Prestonpans Area Office – Prestonpans Shared Facility (Library), West Loan, Prestonpans EH32 9NX
Tranent Area Office – The George Johnstone Centre, 35 Winton Place, Tranent EH33 1AE

*East Lothian Council uses the personal data you provide for purposes associated with the delivery of our services. For more information go to: www.eastlothian.gov.uk/privacypct
Personal data will be retained in line with East Lothian Council's retention policies.
For more information contact Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: dpo@eastlothian.gov.uk*

For further information refer to our website www.eastlothian.gov.uk/counciltax