

Application for a Council Tax Reduction Severe Mental Impairment



Council Tax Account Number
Date

Please read the notes overleaf. This form should be completed in ink and block capitals.

Part A should be completed by a registered medical practitioner.

Part B should be completed by, or on behalf of, the liable person.

The completed form should be returned to the Council Tax Team, East Lothian Council, Haddington, EH41 3HA.

Part A – Details of the person who is severely mentally impaired *(To be completed by a doctor)*

Full Name

Address & Postcode

Date from which, to your knowledge, the condition has existed

Number of adults over 18 residing in the property

Declaration

I certify that _____ has the following conditions:

1. Severe impairment of intelligence **AND 2. Severe impairment of social functioning** *(please tick)*
both of which appear to be permanent.

Signature

Status

Date

MEDICAL PRACTICE STAMP

Part B (To be completed by, or on behalf of, the liable person)

Agent's Full Name

Address & Postcode

Type of benefits the
person named in
Part A is entitled to:

Please provide evidence of the entitlement e.g. a benefit letter of entitlement.

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 discount I undertake to inform the council within 21 days of any change in circumstances affecting the amount of Council Tax payable.

Signature

Date

Email address

Tel no.

Notes

A person is deemed to be severely mentally impaired for Council Tax purposes if they have a severe cognitive and social functioning impairment (however caused) which appears to be permanent. Under Paragraph 2(1) of Schedule 1 to the Local Government Finance Act 1992 a person cannot be considered severely mentally impaired unless a certificate to that effect is supplied by a registered medical practitioner. In addition the person who is severely mentally impaired must receive, or be entitled to, one of the following benefits:

- **Personal Independence Payments** (Daily Living Component)
- **Employment & Support Allowance**
- **Attendance Allowance**
- **Severe Disablement Allowance**
- **Unemployability Supplement or Allowance**
- **Constant Attendance Allowance**
- **Care component of a Disability Living Allowance** (payable at the highest or middle rate)
- **Disability Working Allowance**
- **Increase in Disablement Pension** (where constant attendance is needed)
- **Universal Credit**
- **Incapacity Benefit**

Please supply evidence of date first awarded.

In some instances further conditions are attached before a decision can be made. In these cases we may contact the person applying for further clarification.

Part A should be completed by a registered practitioner.

Part B should be completed by, or on behalf of the liable person.

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.

Failure to complete and return the form could result in the award of a Council Tax Reduction being delayed or cancelled.

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