



# Oadby and Wigston Borough Council

Write to us at:

Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

Telephone: (0116) 288 8961 Email: revenues@oadby-wigston.gov.uk

Website: www.oadby-wigston.gov.uk

## COUNCIL TAX DISABLED BAND REDUCTION FORM

### 1. APPLICANT DETAILS (Only the liable person can apply for a reduction)

<b>NAME:</b> _____
<b>ADDRESS:</b> _____
_____
_____
_____

<b>DAYTIME TELEPHONE NO.</b>
_____

Account Reference Number
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### 2. DETAILS OF THE DISABLED PERSON (the disabled person must be living in the dwelling for which the reduction is being sought)

<b>NAME:</b> _____
<b>ADDRESS (if different)</b> _____
_____
_____
_____

### 3. DETAILS OF THE DWELLING WHERE THE DISABLED PERSON LIVES

(Answer Yes or No to each question)

Tick Appropriate Box

(a) A room (not a bathroom or kitchen or lavatory) which is predominantly used by, and of major importance for meeting the needs of, the disabled person?

YES  NO

(b) A second bathroom or kitchen required for meeting the needs of the disabled person?

YES  NO

(c) A wheelchair used indoors by the disabled person?

YES  NO

Effective date of the above ground being met \_\_\_\_\_

### 4. DECLARATION (by the applicant)

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

<b>Full name:</b>
_____
<b>Signature:</b> _____ <b>Date:</b> _____
_____

# NOTES FOR THE GUIDANCE OF APPLICANTS

Under The Council Tax (Reductions for Disabilities) Regulations 1992, a person liable for Council Tax in respect of a property may claim a reduction if there is a resident in the property who is substantially and permanently disabled whether by illness, congenital deformity or otherwise, and that the requirements indicated in section 4 overleaf are essential or of major importance to the well-being of the disabled person by reason of the nature or extent of his or her disability.

The Council will send an Officer to see you, as soon as possible after receiving the completed form.

The Officer will be able to assess the extent of the facilities referred to. However, in certain circumstances we may ask for a letter from a doctor, or other qualified professional such as an occupational therapist or social worker, confirming that the disabled resident needs the extra room or space on which the reduction is being claimed. If such a letter is required, the Council will advise you at the time of the visit or shortly after when the application is being determined.

If you are entitled to a reduction, it will be given by treating your dwelling as if it had been valued in the next lower band. For example, if your property has been valued in Band C, and you are entitled to a reduction, you will be billed as if your property had been valued in Band B. For properties in Band A, the reduction will be equivalent to one sixth of the Band A charge and cannot be applied prior to 1<sup>st</sup> April 2000.

If you have any enquiry about this reduction, please contact the Council tax Team on:  
Leicester (0116) 288 8961 option 3

## Frequently Asked Questions

**Q:** Does the disabled person have to be the person whose name appears on the Council Tax bill?

**A:** No, the disabled person can be a child, or a relative or friend. However, they must live permanently at the property

**Q:** My property is valued in Band A, can I get for a reduction?

**A:** Yes, the reduction will be equivalent to one sixth of the Band A charge.

## Data Protection Statement

The Council will process and store your data in accordance with the Data Protection Act 1998 and within the General Data Protection Regulations 2018.

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the departments privacy notice. These are available for inspection at: [www.oadby-wigston.gov.uk/pages/privacy](http://www.oadby-wigston.gov.uk/pages/privacy)