



# 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](mailto:revenues@oadby-wigston.gov.uk)



Website: [www.oadby-wigston.gov.uk](http://www.oadby-wigston.gov.uk)

## COUNCIL TAX DISREGARD FORM – SEVERE MENTAL IMPAIRMENT

You have advised that some or all of the residents of the address below are severely mentally impaired of intelligence and social functioning. In this case they may be disregarded for Council Tax purposes and you, the liable person, may be entitled to discount or exemption from your Council Tax bill.

<b>Property Address:</b> _____ _____ _____ _____
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<b>Account No:</b> _____
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<b>Contact details:</b>  _____  _____
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### DETAILS OF THE PERSON TO BE DISREGARDED

<b>Name:</b> _____
<b>Date of Birth:</b> _____ <b>National Insurance No:</b> _____

Please complete **Section A** and ask a registered medical practitioner to complete **Section B** (see attached form). Once both sections have been completed, please return to the Revenues Team, at the above address as soon as possible, along with appropriate evidence (such as benefit entitlement letters).

### Section A. DECLARATION OF BENEFIT ENTITLEMENT

From the qualifying list of benefits overleaf, please provide the following information. You will also need to enclose proof of entitlement.

<b>Name of pension/allowance:</b> _____
<b>Date when entitlement to above pension/allowance began:</b> _____

## **GUIDANCE NOTES FOR APPLICANTS**

To be disregarded for Council Tax discount purposes on the grounds of severe mental impairment, the disregarded person must be entitled to one of the following:

- Incapacity Benefit
- Employment Support Allowance
- Attendance Allowance
- Severe Disablement Allowance
- Disability Living Allowance (higher or middle-rate care component)
- An increase in disablement pension where constant attendance is needed
- Unemployability Supplement or Allowance
- Constant Attendance Allowance
- Income Support (which includes a disability premium)
- Personal Independence Payment (standard or enhanced daily living component)
- The disability element of Working Tax Credits
- The 'limited capability for work' or the 'limited capability for work-related elements of Universal credit
- Armed Forces Independence Payment.

**Or** if the person has reached pensionable age, he/she would have been entitled to one of the above had he/she not reached pensionable age.

### **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 department's privacy notice. These are available for inspection at: [www.oadby-wigston.gov.uk/pages/privacy](http://www.oadby-wigston.gov.uk/pages/privacy)



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## Section B. Council Tax – Disregard Form Severe Mental Impairment – Doctors Certificate.

Account No: _____ Date: _____
Property Address: _____ _____ _____
Details of person to be disregarded. Name: _____ Date of birth: _____

This form must only be completed by a registered medical practitioner, usually the named person's own doctor, who is fully aware of their medical condition.

An application has been made to Oadby and Wigston Borough Council for the person named above to be disregarded for Council Tax discount purposes on the grounds that they are suffering from severe mental impairment. For the purposes of the Local Government Finance Act 1992, a person is severely mentally impaired "if he/she has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent". This definition applies only for this Act and is not the same as the definition of "severe mental impairment" in the Mental Health Act 1983.

**In your opinion, does the person named above meet the requirements set out in the Local Government Finance Act 1992 (see below) to be disregarded for Council Tax discount purposes on the grounds of severe mental impairment?**

(please select as appropriate)

Yes

No

If yes, what is the effective date of grounds for disregarded status being met: \_\_\_\_\_

Any other comments: \_\_\_\_\_

Doctors Signature: \_\_\_\_\_

Doctors Full Name and surgery address (in block capitals) \_\_\_\_\_

\_\_\_\_\_

Doctor's status: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate is for the use only in applying for a disregard/exemption for Council Tax.

**Section 58 of the BMA Guidance of Fees indicates that no fee is payable for this certificate.**

<https://www.bma.org.uk/advice/employment/fees/certificates-no-charge>

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