**Application for a Council Tax Disabled Reduction.**

Please read the advice on pages 3 & 4 before completing this form

**Personal Details**

<table>
<thead>
<tr>
<th>Details</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Council Tax Payer(s), as shown on the bill.</td>
<td></td>
</tr>
<tr>
<td>Address of the property for which the reduction is being claimed.</td>
<td></td>
</tr>
<tr>
<td>Full name of the disabled person.</td>
<td></td>
</tr>
<tr>
<td>Is the person registered as disabled? Yes / No</td>
<td></td>
</tr>
<tr>
<td>If Yes, please provide their registration number.</td>
<td></td>
</tr>
<tr>
<td>Please state the nature of their disability.</td>
<td></td>
</tr>
<tr>
<td>Please state when the person became disabled.</td>
<td></td>
</tr>
<tr>
<td>It will be necessary for us to visit the property so please supply a daytime telephone number we can contact you on.</td>
<td></td>
</tr>
</tbody>
</table>

**Property Details**

From the list below, what special feature(s) does the property have, that are **required by the disabled person** named above?

<table>
<thead>
<tr>
<th>Feature</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>i a second bathroom?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>ii a second kitchen?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>iii sufficient floor space to permit the use of a wheelchair indoors?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>iv a room (not a bathroom, kitchen or lavatory) which is predominantly used by the disabled person to meet the needs of their disability?</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>
Please explain how the provision of one of the above features helps to meet the needs of the disabled person.

If the special features were built for the disabled person, on what date were they completed? / / (dd/mm/yyyy)

If they already existed in the property, from what date did the disabled person first need to use them? / / (dd/mm/yyyy)

If a wheelchair is used indoors please state the date from when this first occurred. / / (dd/mm/yyyy)

Privacy Notice: Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under The Local Government Finance Act 1992. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website.

Declaration
I accept responsibility for making this application and declare to the best of my knowledge the information given is true, accurate and complete. I undertake to notify you immediately if I believe I am no longer eligible for a reduction granted in respect of this application.

SIGNED:.................................................. Date:..................................................

Please check that you have completed the form in full and return it to:

By post: The Council Tax Section, Civic Centre, Oystermouth Road, Swansea. SA1 3SN or
By email: Council.Tax@swansea.gov.uk
Please read these notes before completing the form on pages 1 and 2
These notes do not need to be returned to the Council

How does a disabled reduction affect my Council Tax?
All domestic properties are placed in a band (A to I) depending on their value and Council Tax is charged at different levels according to the band. Band A is the lowest charge and Band I the highest. If you are granted a disabled reduction on your Council Tax, then your property will be charged at 1 band lower than the one it has been placed in. This means, for example, that a property in band D would be charged at the band C rate.
Properties in band A will be charged at a reduced rate of one ninth less than the band D charge.

Who qualifies as a disabled person?
For Council Tax purposes, a disabled person is someone who is *substantially and permanently disabled*, whether by illness, injury, congenital deformity or otherwise. A blind person may qualify as long as he/she fulfils the criteria outlined below.

What reduction you may get
If your home is eligible, your bill will be reduced to that of a property in the next Council Tax band down. For example, a Band D property will be charged a Band C rate. Even if your property is in Band A (the lowest band) you will still receive a reduction. It will be the same in cash terms as the reductions for homes in Band B, C or D.

If you qualify, the reduction applies whilst the disabled person lives at the property. It will end if the disabled person no longer lives in the property.

Does the property have to contain any special features to qualify?
Yes. The property in which the disabled person lives must contain *one or more* of the following features which is essential or of major importance to the well-being of the disabled person:
(a) a room other than a bathroom, kitchen or toilet, which is predominantly used for the treatment or care of the disabled person because of the nature and extent of their disability, or
(b) an additional bathroom or kitchen which is required for meeting the needs of the disabled person, or
(c) sufficient floor space to permit the use of a wheelchair, needed indoors by the disabled person.

When considering whether a reduction should apply, the Council will have to decide whether the person with the disability would find it impossible or extremely difficult to live in the dwelling, or his/her health would suffer, or the disability would become more severe, if the room or extra feature were not available in the dwelling.
What evidence does the disabled person have to provide?

It will help to speed the Council's decision if the disabled person is able to enclose a certificate or note from some suitably qualified person, such as a person giving treatment or a social worker, which states that because of the person's disability it is considered that the room or extra feature in the applicant's home, upon which the reduction is claimed, is necessary. If, for any reason you are unable to obtain such certificate or note easily please do not delay your application.

The council will still be prepared to consider it in any case. However, the Council may subsequently need to ask for evidence in support of your application.

Does the disabled person have to be an adult?

No. Providing the disabled person lives in the property and it contains one or more of the above features, then a reduction may be given whatever the age of the disabled person.

Who must make the application?

The application must be made by a person who is liable to pay Council Tax. This may or may not be the disabled person.

What happens next

A council officer will make an appointment to see you in your home. All council officers have an identification badge; ask to see it before you let them in. The council officer will make notes on what adaptations you have made to your home (if appropriate), and may want to see proof of any benefits you receive.

If your application is approved

You will see your reduction at the top of your next Council Tax bill. Normally the reduction is backdated to the date you applied, so it is important to apply for a reduction straight away. Councils may backdate a reduction if you can demonstrate you were entitled to it before you applied.

If your application is refused

If you disagree with the council's decision, you should write to us again setting out why you believe the reduction should apply. The council has two months to change or confirm its decision.

If you still disagree with the decision, or if you do not get a response within two months, you can appeal to the Valuation Tribunal for Wales, West Wales Region, Welsh Government building, Llys-y-Draig, Penllergaer Business Park, Swansea SA4 9NX (mailto:Vtwaleswest@vtw.gsi.gov.uk). The Tribunal is independent from the council. You should continue to pay your original bill while your appeal is outstanding.

Remember to complete and return the form (pages 1 and 2).