



Revenues and Benefits

Swindon Borough Council
Council Tax
Admail 4143, Swindon, SN3 5ZS
Website: www.swindon.gov.uk
Email: swindon.counciltax@secure.capita.co.uk

Account Number:

Telephone Number 0345 302 2316 for enquiries:

DISAB1

COUNCIL TAX REDUCTIONS FOR DISABILITIES INFORMATION AND APPLICATION FORM

Dear Sir or Madam,

If your property is the main residence of someone who is substantially and permanently disabled, you may be able to claim a reduction on your Council Tax bill. The person who is liable to pay the Council Tax does not have to be the person who is disabled, but the liable person must make the application.

The property must have one of the following which is of major importance to the well-being of the disabled person due to his or her disability:

- Sufficient floor space to permit the use of a wheelchair, where the wheelchair needs to be used indoors by the disabled person.

or
- An extra bathroom or extra kitchen which is required for meeting the needs of the disabled person. This does not have to have been added recently – you may have purchased the property because you need an extra bathroom or kitchen.

or
- A room which is predominantly used by, and is required for meeting the needs of the disabled person. This room must not be a bathroom, kitchen or lavatory. For example, a room could be required for equipment which is needed for the disabled person, or it may be a room for therapy.

If you would like to make an application, please complete the form overleaf and return to the address detailed on the top of this letter. We will then arrange to visit your property before deciding whether you are entitled to the reduction.

If we decide you are entitled to the reduction, your Council Tax will be reduced accordingly and details of this reduction will be shown on your bill.

If we decide you are not entitled, we will write to you and explain why.

APPLICATION FORM OVERLEAF → → →

Council Tax Application Form for Reductions for People with Disabilities

Notes:

The reduction will take the form of your property being charged Council Tax in the band below the one it is actually in. For example, if the property is in Band C, the reduction will mean Council Tax is charged at the Band B rate.

If your property is in Band A, then any reduction given will mean the property will be charged at five sixths of the Band A charge.

The property must be the main residence of someone who is substantially and permanently disabled. The person who is liable to pay the Council Tax does not have to be the person who is disabled, but the liable person must make the application.

We don't normally ask for any letters from a doctor or other professional such as an occupational therapist or social worker at this stage because we can often make a decision based on your application and on the visit by our inspector. This means you can get your application in now and only need to provide a letter if we ask afterwards.

PLEASE COMPLETE THE FOLLOWING:

Please name the **Disabled Person** who has their main residence in the property

NAME (Block Capitals please)

Please circle or cross out yes or no to the 3 questions below

- (i) Is a wheelchair used indoors by the disabled person? YES/NO

- (ii) Is an extra bathroom or kitchen required for meeting the needs of the disabled person? YES/NO

- (iii) Is there a room which is predominantly used by and required for meeting the needs of the disabled person? YES/NO

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

NAME OF APPLICANT (Block Capitals please)	
Signature of Applicant	
Address of Applicant	
Date	Daytime Telephone No.