

# COUNCIL TAX REDUCTION FOR DISABILITY APPLICATION FORM



PROPERTY REFERENCE NUMBER

ACCOUNT NUMBER

If you require any help in completing this form, please telephone Customer Advice & Support on

**0300 100 1800**

or visit any Council Contact Centre/Library Contact Centre (further information is available on page 3 of this application form) where our staff will be pleased to give you confidential assistance.

## INTRODUCTION

Certain properties in which there is at least one disabled resident may qualify for a reduced Council Tax charge where the conditions detailed overleaf are met.

To claim this reduction the person liable to pay the Council Tax should complete this form (or have it completed on their behalf) **USING BLOCK CAPITALS** and return it without delay to the address shown overleaf.

## ABOUT THE PROPERTY

What is the address of the property for which the reduction is claimed?

Who is liable to pay the Council Tax on this property?

From which date do you want to claim the reduction

Should you require a back date of more than 3 months please supply as much evidence as possible to enable a decision to be made.

**This may include:**

Documentation which confirms the date adaptations were made on the property

A letter from a medical practitioner confirming the date you were required to use a wheelchair

Any other supporting information you think may be important.

## ABOUT THE DISABLED RESIDENTS

Please enter the name(s) of the disabled residents

**1<sup>st</sup> Disabled Person**

**2<sup>nd</sup> Disabled Person**

## ABOUT THE DISABLED RESIDENTS (CONTINUED)

A brief description of their disability

**1<sup>st</sup> Disabled Person**

**2<sup>nd</sup> Disabled Person**

## ABOUT THE SPECIAL FACILITIES

Please read the notes at the end of this form before completing this part.

**1<sup>st</sup> Disabled Person**

**2<sup>nd</sup> Disabled Person**

1. Does the disabled person use a wheelchair when indoors?

Yes

No

Yes

No

For questions 2 and 3 special features or facilities to “meet the needs of the disabled person” must be essential or of major importance to the well-being of the disabled person by reason of the nature and extent of their disability, i.e. the disabled person would find it physically impossible or extremely difficult to live in the dwelling or health would suffer or the disability would become more severe without special facilities.

2. Is there an **additional** bathroom or kitchen in the property which is required to meet the disabled persons needs

Yes

No

Yes

No

If **YES**, please use the following lines to state the type of room, how it meets the needs of the disabled person, how this is of major importance to them and the reasons why the original room within the property does not already meet their needs.

3. Is there a room which is not a bathroom, lavatory or kitchen (e.g. a treatment or therapy room) which is mainly used by and is required for meeting the disabled person's needs?

Yes

No

Yes

No

If **YES**, please use the following lines to detail the room involved, its exact use, why it is required to meet the disabled person's needs and how this is of major importance to them.

## DECLARATION

I declare that to the best of my knowledge the information given is true and complete. I authorise Scottish Borders Council to undertake such enquiries it considers appropriate (including inspection of property) to verify this application. I undertake to advise the Council of any change of circumstances (including notification that the disabled person ceases to reside in the property or if the special facilities cease to exist).

YOUR SIGNATURE  DATE

NAME  TEL NO

ADDRESS FOR CORRESPONDENCE

Capacity (e.g. Owner; Tenant; Sub-Tenant; Agent)

To find out how we will process and use your personal information in connection with this request please see our Privacy Notices at [www.scotborders.gov.uk/CASSPrivacyNotices](http://www.scotborders.gov.uk/CASSPrivacyNotices)

If you would like a printed copy you can contact us via telephone on **0300 100 1800**.

When completed, this form should be returned to

**Scottish Borders Council  
Customer Advice & Support Service  
Council Headquarters  
Newtown St. Boswells  
Melrose TD6 0SA**

For Official Use

Act By

Date

## COUNCIL TAX REDUCTION FOR DISABILITY - QUALIFYING CONDITIONS

### 1. Introduction

If the property meets the conditions listed the Council Tax will be charged as if the property had been placed in the Valuation Band below the one it is in (e.g. a property valued as a Band D would be charged at the Band C rate. If the property is Valuation Band A then the Council Tax will be reduced by 1/6 of the Band A charge).

To qualify the property **must**:

- a) be the sole or main residence of at least one person who is substantially and permanently disabled (whether by illness, injury, congenital deformity or otherwise)
- b) contain one of the following special features or facilities -
  - (i) a room (which is **not** a bathroom, a kitchen or a lavatory) which is **mainly** used (whether for providing therapy or otherwise) by, and is required for meeting the needs of, any disabled resident in the property; **or**
  - (ii) a **bathroom or kitchen** which is **not the only** bathroom or kitchen within the dwelling and which is required for meeting the needs of any disabled resident in the dwelling; **or**
  - (iii) sufficient floor space to permit the use of a wheelchair **which needs to be used by the disabled person when they are indoors**.

## COUNCIL CONTACT CENTRES/LIBRARY CONTACT CENTRES

You can find out the opening times from our website at [www.scotborders.gov.uk/contactcentres](http://www.scotborders.gov.uk/contactcentres) or by calling **0300 100 1800** and following the appropriate instructions. They are also displayed at each office.

**Coldstream**, Library Contact Centre, Gateway Centre  
**Duns**, Library Contact Centre, 49 Newtown Street  
**Eyemouth**, Old High School, Coldingham Road  
**Galashiels**, Paton Street  
**Hawick**, High Street  
**Innerleithen**, Library Contact Centre, Buccleuch Street

**Jedburgh**, Library Contact Centre, Castlegate  
**Kelso**, Library Contact Centre, Bowmont Street  
**Newtown St Boswells**, Council Headquarters  
**Peebles**, High Street  
**Selkirk**, High Street