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Head of Corporate Finance
Nicole Scammell BA(Hons) ACMA

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Please download and complete the form in BLOCK CAPITALS and in BLACK INK then send to:

Council Tax Section
Penallta House
Tredomen Park
Ystrad Mynach
Hengoed CF82 7PG

COUNCIL TAX DISABLEMENT BANDING REDUCTION

If your property has been significantly adapted to meet the needs of a disabled resident i.e. an extra room added or space to use a wheelchair indoors, you may be entitled to a Disablement Reduction. If you qualify, this means your council tax liability will be based on the band **immediately below** the band which is currently shown against your property in the Council Tax Banding List. If your property is in Band 'A' a reduction of one ninth of the charge will be applied.

THE APPLICANT

Applicant's Name: _____
(*must be person liable for Council Tax*)

Address: _____

_____ Post Code: _____

Disabled Person's Name: _____ (if different from applicant)

Nature of Disability: _____

Please Note:

It would help in considering your application if you could supply a letter from your G.P. or other professional, such as an occupational therapist or social worker, confirming that your application falls into one or more of the categories below.

THE DWELLING**THESE NOTES WILL HELP YOU ANSWER THE QUESTIONS BELOW**

- NOTES:** (a) Where the questions below refer to anything being required for meeting the needs of the disabled person this means that it has to be essential or of major importance to the disabled person's well being because of the nature and extent of the disability.
- (b) For this application a wheelchair is required for meeting a person's needs if he or she needs to use it within the dwelling's living accommodation.
- (c) The following types of adaptation for the disabled **do not** meet the criteria set down in the Local Government Finance Act 1992, and **will not qualify for a reduction**: stair lifts, showers, stair rails, grip rails, hand rails, entrance/exit ramps, minor adaptations to allow wheelchairs movement within a property, central heating.

IS THERE: (Please tick (✓) the appropriate box)

- | | | |
|---|------------------------------|-----------------------------|
| 1. A room (not a bathroom, kitchen, or lavatory) which is predominantly used by and required for meeting the needs of the disabled person(s). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. An additional bathroom which is required for meeting the needs of the disabled person(s). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. An additional kitchen which is required for meeting the needs of the disabled person(s). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Sufficient floor space to permit the use of a wheelchair which is required for meeting the needs of the disabled person(s). | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

DECLARATION - THIS DECLARATION MUST BE COMPLETED

I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorise the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of council tax by Caerphilly County Borough Council.

Signed: _____ Tel No: _____

Mr Mrs Miss Ms

Full Name: _____ Date: ____/____/____
(Block Capitals)

WARNING - GIVING FALSE INFORMATION CAN RESULT IN A PROSECUTION

Data Protection Act 1998

The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:

- to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax.
- by authorised employees AND external bodies such as the Valuation Office Agency and Department for Works and Pensions, for the purpose of management, administration and collection of the Council Tax.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 815588 or e-mail foi@caerphilly.gov.uk.

Correspondence may be in any language or format – *Gallwch ohebu mewn unrhyw iaith neu fformat*
www.caerphilly.gov.uk