

# COUNCIL TAX DISABLEMENT REDUCTION APPLICATION FORM



HEAD OF FINANCE  
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## TRANSLATION SERVICES

The content of this publication, or sections of it, can be made available in alternative formats or translated into other community languages. Please contact the Council's ACCESSLine on 08452 777 778 for further information or email [accessline@angus.gov.uk](mailto:accessline@angus.gov.uk)

If you require any help completing this form please contact the address or telephone number given above

## THIS FORM MUST BE COMPLETED IN BLACK INK BY THE LIABLE PERSON

### SECTION A: EXPLANATORY NOTE

To qualify for a Disablement Reduction under Council Tax there must:

- a) Be a substantially and permanently disabled person resident within the property.
- b) There must exist within the property special facilities which are required to meet the needs and well being of the Disabled Person. (see Section E overleaf).

### SECTION B:

Name of Liable Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone No \_\_\_\_\_

Contact Email Address (if applicable) \_\_\_\_\_

Address of Property in respect of which Relief is sought if different from above \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

### SECTION C:

Details of Property in respect of which relief is sought      Account No: \_\_\_\_\_

Valuation Band: \_\_\_\_\_

### SECTION D: INFORMATION REGARDING NATURE OF DISABILITY

1 Name of Disabled Person \_\_\_\_\_

2 Date of Birth of Disabled Person (if under the age of 18) \_\_\_\_\_

3 Nature of Disability \_\_\_\_\_

4 Date Disability Commenced \_\_\_\_\_

5 Date Disabled Person became resident in Property \_\_\_\_\_

**SECTION E: INFORMATION REGARDING SPECIAL FACILITIES**

Please indicate which of the following exist in the property

- 1 A room which is provided for, is mainly used by, and is required to meet the Disabled Person's needs (eg therapy or treatment room) YES/NO  
Please specify \_\_\_\_\_
- 2 A second bathroom which is provided to meet the Disabled Person's needs YES/NO
- 3 A second kitchen which is provided to meet the Disabled Person's needs YES/NO
- 4 The provision of sufficient floor space to permit the use of a wheelchair indoors, only where the Disabled person requires to use a wheelchair indoors YES/NO
- 5 Date when special facility first made available \_\_\_\_\_

**SECTION F:**

The information you have provided on this form and from any supporting evidence will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) in order to process the requested Council Tax disablement reduction. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

You have the right to request access to personal information that the Council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the Head of Law and Administration on (01307) 461460 or email [LAWADMIN@angus.gov.uk](mailto:LAWADMIN@angus.gov.uk).

**Declaration:**

I declare that the information given on this application is to the best of my knowledge and belief correct and undertake to notify you immediately if the Disabled Person ceases to be a member of the household, or if the special facilities cease to exist. I authorise Angus Council to use my information for the above purposes.

Date: \_\_\_ / \_\_\_ / \_\_\_                      Liable Person's Signature \_\_\_\_\_

**SECTION G: NOTES**

- 1 All sections of this form must be completed. Failure to do so may delay the processing of your application.
- 2 All information given on this application will be treated as confidential and will not be disclosed to any unauthorised person.
- 4 An officer of the Council may contact you with a view to arranging a visit to the property.