# COUNCIL TAX DISABILITY CLAIM FORM

Harlow Council
*Working together for Harlow*
www.harlow.gov.uk

If you have a disability, or you live with a person who has a disability, you may be able to get a reduction in your Council Tax by completing this form. If you have any questions call Council Tax on *(01279) 446688* or e-mail *council.tax@harlow.gov.uk*

Name:

Address:

Council Tax account reference (*if known*):

Date form issued: D D M M Y Y Y Y

Regarding this address *(if different to above)*:

Property reference *(if known)*:

►***Please complete all sections in CAPITAL LETTERS***

V1.5 PUR 21/07/2010

## Please read these notes before completing this form.

To allow this reduction Harlow Council needs to ensure that:

(a) there is a resident with a permanent disability who needs either space for a wheelchair to be used inside the home, or a special or additional kitchen, bathroom or other room;

*and*

(b) this space or room is essential to the well being of the disabled resident because of the nature and extent of the disability.

(Please note that no reduction will be granted due to a living room being used as a bedroom, or for garages that house motor vehicles for people with a disability).

Once we have received this form we will contact you to arrange a visit to your home to verify the information you have provided. Please provide a telephone number in the declaration box overleaf so that we can arrange a visit that is convenient for you.

Also, it may be necessary to confirm each year that the information you have provided on this form has not changed, so that any reduction awarded may continue.

**SECTION 1** **Please provide the name of the person who has the disability (this person must live at the above address):**

**Title** **First name(s)** **Surname**

**SECTION 2** **Please provide the date the person with the disability started living in the property:**

D D M M Y Y Y Y

►***Now go on to complete section 3 overleaf*** ►

## SECTION 3

► *If you can answer Yes to one or more of the questions below, the valuation band for your home may be reduced by one band. (If your home is the lowest valuation band, band A, your bill will be reduced by a ninth). For further information please read the notes overleaf.*

**Please ✓ either Yes or No to the following questions:**

**(a) Is there a room other than a bathroom, kitchen or toilet, which is mostly used by and required for the needs of the person with the disability?**

Yes ☐ No ☐

► **If you ticked No to the above question please go on to question (b) below.**
► **If you ticked Yes to the above question please provide the following details:**

**(i) What was the room previously used for?**

**(ii) For what purpose is the room now used?**

**(iii) How does it meet the needs of the person with the disability?**

► **Now go on to questions (b) & (c) below:**

**(b) Is there an additional bathroom or kitchen required for meeting the needs of the person with the disability? (A second toilet does not count as a second bathroom).** Yes ☐ No ☐

**(c) Is there a wheelchair used indoors by the person with the disability?** Yes ☐ No ☐

► *If you have answered No to all of the above questions then you will not be given a disability reduction. If your circumstances change you are encouraged to reapply.*

► *Very important!!! – You must now sign and date the declaration below ▼*

**D E C L A R A T I O N :** **I / We declare that the information given on this form is complete and accurate to the best of my / our knowledge and belief.**

**Signature(s):**

**Name(s):**

**E-mail:**

**Please provide a mobile telephone number below (or other daytime telephone number):**

**Date:** D D M M Y Y Y Y

► ***Once completed and signed send this form to:*** **Revenues & Benefits, Harlow Council, Civic Centre, The Water Gardens, College Square, Harlow, Essex, CM20 1WG**

***How we will use your information***

*The Council uses your personal information in order to administer and enforce Council Tax under the Local Government Finance Act 1992. This authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.harlow.gov.uk/data-matching on Harlow Council's website.*

*The Council will also use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.*