

**Please complete and return this form to:**  
Revenues, Benefit & Customer Services  
District Council House, Frog Lane,  
Lichfield, Staffordshire, WS13 6YX

Your Name:  
Your Address:

Web Download  
Customer Services: 01543 308900  
Email: [Revenues@LichfieldDC.gov.uk](mailto:Revenues@LichfieldDC.gov.uk)

Account reference number:

## Application for Council Tax Disabled Band Reduction

You may be entitled to claim a reduction in your council tax because you have a disabled person living in the property - as long as one or more of the following conditions are met:

- There must be at least one person who is substantially and permanently disabled living in the property. This can be an adult or a child. They do not have to be registered disabled or be receiving state benefits.
- The person can be disabled by either illness, injury, congenital deformity or otherwise.

It may be necessary for supporting information to be obtained from the disabled person's doctor or other health professional regarding the nature of the disability in order to process the application.

One of the following must be provided in the property:

- Room for and the use of a wheelchair indoors.
- An additional bathroom or kitchen needed by the disabled person.
- A room other than a bathroom, lavatory or kitchen, predominantly used by the disabled person to meet the needs of their disability.

### Section 1 - Details of the disabled individual

Full name	
Date of birth	
Property address	
Nature of the disability:	

### Section 2 - Details of the property

Does the disabled person use a wheelchair and is there sufficient floor space to enable the disabled individual to use a wheelchair inside the property on a day to day basis?	YES		NO	
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Is there a room, which is not a bathroom, kitchen, lavatory or bedroom used by the disabled person to meet their needs?	YES		NO	
If yes to a room used by the disabled person, please give a brief description of its use:				

Is there an additional bathroom or kitchen to meet the disabled person needs?	YES		NO	
If yes, please give a brief description of its use:				

### Section 3 – Declaration

This declaration must be signed by the person named on the council tax demand notice.

I declare that the information stated above is true and accurate to the best of my knowledge and belief. I understand that I must notify the council within 21 days if my circumstances change and it could affect a discount or exemption I am receiving. Failure to do so, or to knowingly provide false information will result in the imposition of a £70.00 penalty.

You should continue to make payment as per your previous bill until a revised bill is issued.

Name			
Signed		Date	
Contact Number			
Email Address			

As part of your application, it may be necessary to arrange an internal inspection of the property. Our Inspector will contact you to arrange a mutually acceptable appointment. Please provide contact details:

Name			
Contact Number			
Email Address			

Should you qualify for a reduction the Council will award this from the financial year when the application was received or the actual date in the year, whichever is later. Requests to backdate a reduction will be considered provided satisfactory supporting evidence can be provided. Further information can be obtained by contacting Lichfield Connects or at [www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)

#### Data Protection and General Data Protection Regulation (GDPR)

The law allows us to process your ordinary personal data either because it is necessary to do so to perform a task carried out in the public interest, or in the exercise of official authority vested in us. Please read our privacy notice at [www.Lichfielddc.gov.uk/rbprivacy](http://www.Lichfielddc.gov.uk/rbprivacy) on how we will use your personal data and who we may share it with.

