Guidance Notes - Disabled Relief

Please read the following notes carefully before making an application for Disabled Relief.

The Council Tax (Reduction for Disabilities) Regulations 1992 allow for a reduction in Council Tax if you or someone in your household is disabled AND certain features are present in your property. In general terms:

**Sole or Main residence:**
The property must be the sole or main residence of the disabled person. No reduction can be awarded if the disabled person has their sole or main residence somewhere else and is only staying with you temporarily.

**Substantially and Permanently Disabled:**
The disabled person must be substantially and permanently disabled, whether by illness, injury, congenital deformity or otherwise. They need not be an adult. Some conditions are progressive and in such cases, a judgement will need to be made when a disability becomes substantial. In other cases, what seems at first to be a temporary condition can become permanent, although it is helpful if people apply when the condition arises.

**A room which is not a kitchen, bathroom or lavatory:**
In these circumstances, the primary use of the room will usually have been taken over by the disabled person. For example, a room that is now mainly used for treatment or therapy, or the storage of dialysis equipment or other essential medical equipment used by the disabled person will qualify.
In other cases, a downstairs room that has been converted to a bedroom or bed-sitting room for a person who cannot manage stairs will not qualify. An upstairs room that would normally be used as a bedroom but which has been converted to a bed-sitting room for a person who is mainly bedridden and only able to get about with great difficulty will not qualify. The use of a commode by a person who finds it difficult to get to a lavatory will not qualify.

**Second bathroom or kitchen:**
These do not have to be ‘mainly used’ for meeting the needs of the disabled person, so even occasional use for meeting their needs would be enough to qualify. A shower room is treated as a bathroom. A second lavatory is not treated as a bathroom.

**Sufficient floor space and use of a wheelchair indoors:**
The disabled person must both need and be able to use the wheelchair indoors. So a person, who normally uses a wheelchair but cannot do so indoors because corridors or doorways are too narrow, will not qualify. The storage of a wheelchair indoors is not sufficient to qualify. In the case of a disabled child, it is possible that the use of a specialised buggy indoors could also give rise to entitlement.

**What will this reduction mean to me?**
If you are granted Disabled Relief, your property will be treated as if it is in the Council Tax Band immediately below the actual Band of the property. So a Band B property would be treated as if it is in Band A. If your property is in Band A, you will receive a 1/9th reduction of a Band D charge.

A Council Tax Officer will need to visit your property and you will be contacted shortly after your application is received by the Council to arrange a mutually convenient appointment.

We may need additional information e.g. the certificate on the reverse of the application form completing by a doctor or other professional before making a final decision. If this is a requirement, we will let you know.

You must tell us if there are any changes in your circumstances that might affect your entitlement to the relief. If you are not sure, please always contact the Council Tax office on 01507 601111 to discuss.

You will be sent review forms from time to time to confirm your circumstances have not changed.

If you feel that you are eligible to claim relief, you should complete an application form and send it to:

Council Tax Office,
PO Box 20, Manby Park,
Louth, Lincolnshire LN11 8XN

If you have any questions on Disabled Relief, please contact the Council Tax office on 01507 601111.

Please retain these guidance notes.