

# Council Tax: Application for a person to be disregarded for discount or exemption purposes

## Severe mental impairment

Should all the persons resident at the property be disregarded then an exemption will apply. An application is required for each person who is to be disregarded.

**Account reference**

**Name of person liable**

**Address of person liable**

**Postcode**

**Telephone number**

**Email**

**Name of person to be disregarded**

**Please state the number of people resident  
in the dwelling aged 18 years or over**

### Part one

On behalf of the person to be disregarded, please complete sections A and B of this form and return the form to the below address as soon as possible, along with appropriate evidence of entitlement to benefit (see A below). If you are not in receipt of any benefits listed below it may be beneficial for the person acting on your behalf to make enquiries to see if you would be eligible.

We will then, in appropriate cases, seek confirmation on the applicant's behalf of his/her medical condition in accordance with the authorisation at B overleaf. Please forward this form on to your doctor to complete and then return to East Herts Council.

### A Declaration on benefit conditions

Please tick the appropriate box or boxes

**Income support with disability premium**

**Constant attendance allowance**

**Unemployability supplement or allowance**

**Disability working allowance**

**Incapacity benefit**

**Disability living allowance middle.highest rate**

**Severe disablement allowance**

**Disablement pension increased for constant attendance**

**Attendance allowance**

**Personal independence payment**

**The Benefit allowance was first granted on**



## **B** Authorisation

I authorise you to seek, on the applicant's behalf, the certificate set out in Part II below from the following registered medical practitioner\*. I agree that the certificate should be returned direct to you.

\*This will normally be the disregarded person's general practitioner. Any certificate issued by the general practitioner will be for use only in applying for a disregard from the Council Tax.

Doctor's name

Doctor's surgery/hospital address

Postcode

Telephone number

Email

Signature of person acting on applicant's behalf

Full Relationship to person to be disregarded

Address

Postcode

Telephone number

Email

Date

D D M M Y Y Y Y

## **Part Two: To be completed by Registered Medical Practitioner**

Doctor's surgery/hospital address

Postcode

Telephone number

Email

I certify, in my opinion, the person named as the person to be disregarded in Part I of the form overleaf

is is not suffering from severe mental impairment for the purpose of the Local Government Finance Act 1992

The date you consider the impairment commenced

D D M M Y Y Y Y

Doctor's Signature

Doctor's Name

Doctor's status

Date

D D M M Y Y Y Y

**Before sending, please make sure that the form has been signed by all parties**

**Please complete, print and return this form as soon as possible to:**

**The Revenues Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ**

**If you have a query about this form, please use the number below:**

**For Stevenage Borough Council customers Tel: 01438 242875**

**For East Herts customers Tel: 01279 655261**

## **Severely Mentally Impaired**

An application form must be completed; on the form there is a section which a qualified medical practitioner (usually your Doctor) must complete to confirm to the Council that in their medical opinion you are “severely mentally impaired”. “Severely mentally impaired” means a person who has severe impairment of intelligence and social functioning (however caused), which appears to be permanent.

If a dwelling is only occupied by people who are classed as “severely mentally impaired” it is exempt from Council Tax.

However, if a person living at a property is classed as “severely mentally impaired”, and they live with other people, that person is “disregarded” from Council Tax. This means we do not count them when calculating the number of people living in the house. If, by not counting that person, the number of people living in the property is just one, a 25% discount may be granted.

## **Person Discount/Disregard**

The basic Council Tax bill assumes that two persons aged 18 years or over reside in a dwelling. If there are more than two resident adults the bill is not increased. However, if there are less than two adults the bill is reduced on the following basis:

- 25% if all but one person living in your home falls into one of the groups of people who are not counted, known as disregarded.

Once in receipt of a discount or exemption should there be a change in your circumstances that may affect your entitlement to the discount you must advise the Revenues Department within 21 days.

Discounts and exemptions are reviewed periodically. We may ask you to provide information that helps us to do this.

**Failing to supply this information or knowingly supplying false information could mean any entitlement is cancelled and a penalty of £70 being applied to your account for each year of the failure to notify.**

## **Fair Processing Notice - How we collect and use information**

**We will use the information you give in this form, and in any supporting evidence you send us, to process and calculate your council tax. We will normally keep your records for up to seven financial years, and then they will be destroyed securely.**

We may check and pass the information to certain third parties, other agencies or organisations such as the HM Revenues and Customs, as allowed by law to:

- Make sure the information is accurate, and
- Prevent or detect crime, and
- Protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

The Council is the data controller for the purpose of the Data Protection Act. If you want to know more about what information we have about you, or the way we use it, please ask us.