



APPLICATION FOR REDUCTION – SEVERELY MENTALLY IMPAIRED / STUDENT HOUSEHOLD

Please read the information on pages 2 & 3 before completing this form. You should complete this application in respect of any persons who you consider should be disregarded in the assessment of Council Tax discounts / exemptions because they are Severely Mentally Impaired or Students.

Persons to be disregarded as SEVERELY MENTALLY IMPAIRED

Council Tax Reference Number			
Address of property			
Name of taxpayers			
Telephone number			
Email address			
Total number of adults in the property		Number to be disregarded	
Name			
Qualifying Benefit Received			
Date Benefit commenced			
National Insurance Number			
Name, address and telephone number of doctor (who knows the person to be disregarded)			

You must notify the Council immediately if any of the above details change

Declaration

I declare the details given in this application are to the best of my knowledge, true and accurate and the Council may verify this information from appropriate sources.

Signed

Date

This authority is under a duty to protect the public funds which it administers, and to this end may use information held about you 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.

Persons to be disregarded as STUDENTS

Please enclose a student certificate for each person to be disregarded.

Council Tax Reference Number			
Address of property			
Name of taxpayers			
Telephone number			
Email address			
Total number of adults in the property		Number to be disregarded	
Name			
Date of birth			
Name of establishment			
Address of establishment			
Name of course			
Date course started			
Date course expected to end			
Hours of daytime study and tuition per week			

You must notify the Council immediately if any of the above details change

Declaration

I declare the details given in this application are to the best of my knowledge, true and accurate and the Council may verify this information from appropriate sources.

Signed

Date

This authority is under a duty to protect the public funds which it administers, and to this end may use information held about you 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.

Below are answers to some questions about who should be disregarded under this category for the purpose of assessing Council Tax discount.

Q. How is "severely mentally impaired" defined?

A. For the purposes of the Local Government Finance Act 1992 a person is severely mentally impaired if he/she has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent.

Q. What does this mean in practical terms?

A. A person will be disregarded on grounds of being severely mentally impaired if -

(i) He/she is entitled to one of the following benefits:-

- Employment and Support Allowance
- Incapacity benefit
- Attendance allowance or constant attendance allowance
- Severe disablement allowance
- Care component of a disability living allowance payable at either the middle or highest rates
- Unemployability supplement
- Pension Credit, Income support or Working tax credit where the applicable amount includes a disability premium

AND

(ii) He/she is confirmed as being severely mentally impaired by a registered medical practitioner.

Q. What should I do if the person(s) I am applying for are not in receipt of one of the above benefits but I think they may be entitled to it?

A. If you would like more information about any benefit contact the Department for Work and Pensions.

Q. What are the conditions under which a student may be disregarded /exempted?

A. The person must be either: -

(i) Undertaking a full-time course of education at an establishment situated in a member state of the EU (which was established solely or mainly for the purpose of providing further or higher education). The course must be of at least one-year's duration and must require the student to undertake periods of study, tuition or work experience which together amount to at least 21 hours per week for at least 24 weeks in each year.

OR

(ii) under 20 years of age and attending a course which last more than 3 calendar months and involves at least 12 hours attendance per week between 8.00 a.m. and 5.30 p.m. The course must not be undertaken by correspondence or in consequence of the person's job nor must it be a course of higher education.

Q. What happens during vacation?

A. The person will continue to be disregarded throughout the whole period of their course, which includes vacations between terms.

Q. How do I apply?

A. Complete all parts of the form on page 1 & 2 and return it with a Student Certificate for each student.

Q. For how long will the discount or exemption be allowed?

A. For as long as there are less than two adults in the property who are not disregarded. If the property is now exempt (all occupants being SMI or students) and one /more person moves out or ceases to be SMI / a student, the exemption will stop but you may still be entitled to a discount. If there is any change in circumstances then you must notify the address shown overleaf. Failure to do so may result in a penalty being imposed.

Data Protection Act 1984

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.