

Council Tax band discount if you're disabled: application form

You may be able to pay the Council Tax rate of the band below yours if you or someone you live with is disabled.

Warning: You must pay Council Tax while you wait for us to decide if you're eligible for a discount. If you do not pay, we'll start the Council Tax recovery process.

1. About your eligibility for this discount or exemption

- ☐ I or a member of the household is substantially and permanently disabled, whether by illness, injury, congenital deformity or otherwise

The property must be the disabled person's sole or main home. It must have either (select all that apply):

- ☐ a second bathroom or kitchen that's essential to meet the needs of the disabled person
- ☐ an adapted room that's not a bathroom, kitchen or toilet that's mainly used and needed by the disabled person because of their disability (the room may be used for providing therapy or otherwise)
- ☐ have enough floor space to allow the disabled person to use their wheelchair inside that meets the needs of their disability

2. About the Council Tax payer

Council Tax account number This is 8-digits. You can find it at the top of your Council Tax bill.	Date the discount or exemption should start
	DD/MM/YYYY
Full name of the Council Tax payer	Full address of the property you're applying for

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3. About the person who is disabled

Full name	Date of birth
	DD/MM/YYYY
Nature of disability	

4. Adaptations to the property

Tell us which of the following adaptations have been made to the property for the disabled person.

(i) A second bathroom or kitchen is required for meeting the needs of the disabled person	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it a second bathroom or kitchen?	<input type="checkbox"/> Bathroom <input type="checkbox"/> Kitchen
Date from when it has been used for this purpose?	DD/MM/YYYY
(ii) A room other than a bathroom, kitchen or toilet used mainly by the disabled person	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which room is used, and for what purpose?	
Date from when it has been used for this purpose?	DD/MM/YYYY
(iii) Enough floor space to allow the disabled person to use their wheelchair inside that meets the needs of their disability	<input type="checkbox"/> Yes <input type="checkbox"/> No

We will contact you to arrange a visit to the property to make an assessment.

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5. Declaration

You must read and agree to the terms and conditions of this discount or exemption.

By applying, you confirm that:

- the information you've given on this form is correct and complete
- you agree to tell us straight away about any change in your circumstances that may affect your entitlement
- you acknowledge that providing false information or failing to tell us about a change in your circumstances for the purpose of claiming or retaining a Council Tax reduction or discount is an offence that could result in the Royal Borough of Greenwich issuing court proceedings against you
- you understand that we have a duty to protect the public funds we administer. We may use the information you've provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments

☐ I confirm I have read, understood and agree to comply with the declaration above.

Full name (use capital letters)	Signature	
Daytime phone number	Email address	Date
		DD/MM/YYYY

Send every page of this form, with your proof, to us by email or post to:

Email: counciltax@royalgreenwich.gov.uk

Royal Borough of Greenwich
Revenues Service
The Woolwich Centre
35 Wellington Street
London SE18 6HQ

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What happens next

It can take up to 21 days for us to process your application and decide if you're eligible.

We may ask you for more proof. If you're eligible, we'll send you an updated bill.

You must tell us within 21 days about any change in your circumstances that may affect your entitlement to a discount or exemption. If you do not tell us, you could get a £70 fixed penalty.

Appeal a decision

If you're not happy with our decision you can appeal to us in writing within 28 days. Find out how to appeal, at: royalgreenwich.gov.uk/appeal-council-tax