



COUNCIL TAX FACTSHEET NO. 6

Reduction for Disabled Facilities

You may be disabled yourself or live with somebody who is disabled, and provided certain conditions are satisfied, you could be entitled to a reduction in your Council Tax.

What are the qualifying criteria for a disabled reduction to be given?

The following conditions must be satisfied for the disabled reduction to be given:

- The property concerned must be the disabled person's sole or main residence, ie. the property which is their main home.
- The property must contain a room which is not a bathroom, kitchen or lavatory which is mainly used by and required to meet the needs of the disabled person, (examples – a quiet room for a blind person containing braille machines, talking books etc. An extension containing a home kidney dialysis machine. A padded room for an autistic child with armour plated glass and reinforced door).
- **OR** the property must contain a bathroom or kitchen which is not the only bathroom or kitchen within the property and is mainly used by and required to meet the needs of the disabled person, (example – an extension at rear of kitchen containing a bedroom and shower).
- **OR** where there is sufficient floor space to permit the use of a wheelchair required for meeting the needs of the disabled person, (example – widening of doors and sliding doors fitted).
- **AND** an application has been made by the disabled person or on their behalf.

How do I claim a disabled reduction?

You must complete an official application form, which you obtain from Lewes District Council. This application form must then be returned so that it can be processed.

What will Lewes District Council do with my application form when they receive it?

On receipt of your application we will look at your form to assess whether your application is valid. We will then arrange for a Local Taxation Services Inspector to visit your property to verify your application.

When will I be notified of your decision?

You will be notified as soon as possible after the inspection has taken place, whether your application has been successful or not.

If my application is successful what will happen next?

You will be sent an adjusted bill that is calculated on the next Valuation Band below the one at which the property is currently valued.

Because there is no Valuation Band below Band A, it is not possible to award such a reduction in respect of any property placed in this Valuation Band. However, a change in the Law will make this possible as from 1 April 2000, but this cannot be applied to any period before then.

Will my application for disabled reduction be backdated?

Consideration to such a request will be given where it can be clearly proved that the circumstances existed prior to the application being made. However, as details of the disabled reduction scheme are sent every year, with annual Council Tax bills, it is unlikely that this will be awarded beyond the start of the financial year in which the application was made.

Will I need to make an application each year for disabled reduction?

Lewes District Council will contact you, in writing, towards the end of the financial year to check that your personal circumstances have not changed. If these circumstances have not changed, your reduction will continue.

What if the circumstances at the property change?

If the circumstances change to such an extent that you are no longer entitled to receive the disabled reduction you **must** inform Lewes District Council within 21 days of the change.

HOW TO CONTACT US**Visiting our offices**

You can visit us at **4 Fisher Street**, Lewes any **weekday** between **9am. and 4.45pm** (we close at **4.15pm Friday**).

Or why not give us a ring?

If you would prefer to make your enquiry over the phone please ring us on **01273 471600**. Ask for 'Council Tax' or 'Benefits'.

Writing to us

We are happy to deal with your enquiry in writing. Please write to:

**Local Taxation Manager
Lewes District Council
Council Offices
4 Fisher Street
Lewes East Sussex BN7 2DQ**

Or email localtax@lewes.gov.uk

Please note: The full details and requirements cannot be completely covered in this factsheet so the information given is for guidance only. If you contact us and discuss your individual circumstances, we can give you more specific information on how the above affects you.