

**PART B** TO BE COMPLETED BY, OR ON BEHALF OF, THE RELEVANT PERSON

Enter the benefit that the person mentioned overleaf is entitled to

Benefit

Start date of entitlement

Date

**Please enclose evidence of the entitlement to benefit**

Enclosed Yes  No

**Declaration**

I declare that, to the best of my knowledge, the information given on this form is true and correct.

I understand that it is an offence to knowingly make a false declaration. The penalties include prosecution for fraud. I understand that enquiries may be made to verify the information given.

If I am disregarded for council tax purposes, I undertake to inform you within 21 days of any change in circumstances affecting the amount of council tax payable.

Signature


Full Name


Date


Daytime phone no

Email

**HOW TO CONTACT US**

Phone:  01282 425011  
(9am-5pm Mon-Fri, Weds 10am-5pm)

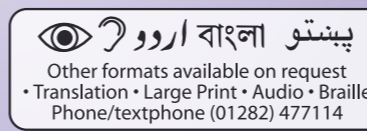
Visit:  Contact Burnley on Parker Lane  
(9am-5pm Mon-Fri, Weds 10am-5pm)

Write:  Revenues and Benefits Service, Burnley Council,  
Parker Lane, Burnley, BB1 1 2DS

Email:  [localtaxation@burnley.gov.uk](mailto:localtaxation@burnley.gov.uk)

Website:  [www.burnley.gov.uk/counciltax](http://www.burnley.gov.uk/counciltax)

Revenues and Benefits is a customer focused service unit providing a professional and quality service that is flexible, positive and efficient. Our vision is to effectively communicate with all our customers. This will be achieved by the teamwork that is at the forefront of all our objectives.



# COUNCIL TAX REDUCTIONS



Burnley Council...  
working hard for you



For people who are severely mentally impaired

UPDATED 2013

## WHEN IS A PERSON CLASSED AS BEING SEVERELY MENTALLY IMPAIRED?

For the purposes of council tax a person is considered as being severely mentally impaired if:

- They have a severe impairment of intelligence and social functioning (however caused) which appears to be permanent, **and**
- A certificate is provided by a registered medical practitioner which gives the date from which the person has been severely mentally impaired, **and**
- They are entitled to receive one of the following benefits:
  - Employment and support allowance.
  - Incapacity benefit.
  - Severe disablement allowance.
  - Attendance allowance.
  - Unemployability supplement or allowance.
  - Constant attendance allowance.
  - The care component of disability living allowance (payable at the middle or higher rate).
  - Increased disablement pension because constant attendance is required.
  - The disability element of working tax credit.
  - Income support which includes the disability premium.
  - The standard or enhanced rate of the daily living component of personal independence payment

## WHAT AMOUNT OF COUNCIL TAX REDUCTION WILL APPLY?

**A full exemption** from council tax will apply when a property is occupied wholly by one or more people who are all severely mentally impaired.

**A 25% council tax discount** applies if all the adult residents except one are classed as being severely mentally impaired.

## HOW DO I APPLY FOR A REDUCTION?

You can write, email or phone us. Contact details are overleaf.

Once we have all the information we need, we will decide whether or not you qualify for the reduction and will calculate how much council tax you have to pay.

We will send you a new council tax bill if you qualify for the reduction. If we can't give you the reduction we will send you a letter explaining why.

We will let you know our decision as quickly as possible. Until then, you must continue to pay the instalments shown on your current bill.

## WHAT IF I DON'T AGREE WITH YOUR DECISION?

If we don't give you a reduction and you think that we should have, or if you think that we have given you the wrong amount of reduction, you can write to us and tell us why.

We will look at your application again and let you know our decision. If you are still not happy with this decision, you can appeal to the Valuation Tribunal.

The Valuation Tribunal is not part of the council. If you decide to appeal, the tribunal will decide whether or not our decision was correct.

Even if you appeal, you must continue to pay the instalments on your current bill until a final decision is made.

## CONFIRMATION OF COUNCIL TAX STATUS AS SEVERELY MENTALLY IMPAIRED



- PLEASE READ THE NOTES OVERLEAF.
- THIS FORM SHOULD BE COMPLETED IN INK AND BLOCK CAPITALS.
- PART A SHOULD BE COMPLETED BY A REGISTERED MEDICAL PRACTITIONER.
- PART B SHOULD BE COMPLETED BY, OR ON BEHALF OF, THE RELEVANT PERSON.
- THIS FORM SHOULD THEN BE RETURNED TO BURNLEY COUNCIL AT THE ADDRESS OVERLEAF.

### PART A TO BE COMPLETED BY A DOCTOR

Full name and home address of the severely mentally impaired person

Name

Address

Date

Date from which, to the best of your knowledge, the condition has existed

### Declaration

I certify that the person mentioned above is suffering from a severe impairment of intelligence and social functioning which appears to be permanent.

Signature

Status

Date

Stamp

Stamp of Institution