

Explanatory Leaflet for Council Tax Discount / Exemption Due to Severe Mental Impairment

When counting the number of adult residents in a property, a severely mentally impaired person may be excluded. Where after excluding persons who are severely mentally impaired there is only one person who has sole or main residence in the property the Council Tax will be reduced by a 25% discount. When the sole resident or all residents are severely mentally impaired, the property may be exempt from council tax.

A severely mentally impaired person is a person who has an apparently permanent severe impairment of intelligence and social functioning, as certified by a registered medical practitioner, and who is receiving one or more of the following state benefits:

- Incapacity Benefit
- Attendance Allowance
- Severe Disablement Allowance
- The highest or the middle rate of the care component of Disability Living Allowance
- An increased rate of Disablement Pension
- Disabled Person's Tax Credit
- Un-employability Supplement
- Constant Attendance Allowance under the Personal Injuries (Civilians) Scheme or the Naval, Military and Air Forces etc., (Disablement & Death) Service Pension Order
- An Un-employability Allowance under the legislation above
- Income support which includes a disability premium
- Employment and Support Allowance payable under Part1 of the Welfare Reform Act 2007

To apply for a reduction please provide the information requested overleaf, sign the declaration and return the form to the address shown below. A separate application is required for each person who is severely mentally impaired. Each application requires evidence that the benefit is being paid and the date it has been paid from to ensure that any discount or exemption can be awarded from the earliest possible date and a doctor's certificate. If you stop receiving any of the benefits listed then you must inform the Council Tax office immediately.

If you qualify for a reduction, we will send you a replacement council tax bill showing the reduced sum due. If the claim is unsuccessful or we require further information we will telephone or write to you.

Do you need Help with this Form?

If you have any questions regarding this application please telephone 0845 603 0592 from 08.30am to 05.30pm Monday to Friday. You can also visit the public enquiry desk on the ground floor, Cunninghame House, Irvine from 09.00am to 04.45pm Monday and Tuesday, 10.15am to 04.45pm on Wednesday, 09.00am to 04.45pm on Thursday and 09.00am to 04.30pm on a Friday or use the Contact Us facility on the Council's web site.

Review of the Exemption

The exemption will continue for the specified period providing the qualifying criteria are being met. However, North Ayrshire Council will conduct a review of the circumstances each year. If at any time you believe the reduction no longer applies then you must contact the Council immediately.

Council Tax Reduction – Severely Mentally Impaired

What do you think?

We value the opinions of our customers. This form has been designed to be in plain, jargon free language however, if you find any of the sections difficult to understand or complete please let us know by completing the suggestion box at the end of the form.

Council Tax Reduction – Severely Mentally Impaired

Council Tax Reference No.	
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>Please supply the following telephone numbers in case we need to contact you regarding this application.

Daytime Telephone No.	
Evening Telephone No.	
Email Address.	

> Section 1 : To be completed by the person liable for Council Tax

What is your full name?	
What is the full postal address including postcode of the property?	
What is your full postal address including the postcode for correspondence? (if different from above)	
What is the full name and address of any nominee who can act on your behalf?	
Please indicate the number of persons 18 years of age or over usually resident in the house including the severely mentally impaired person.	
What is the full name of the person who is severely mentally impaired?	
What is their date of birth?	
What type of state benefit(s) do they receive?	

Council Tax Reduction – Severely Mentally Impaired

> Section 2 : To be completed by a Registered Medical Practitioner

What is the full name of the severely mentally impaired Person?	
I confirm that in my opinion the person named above suffers from a severe impairment of intelligence and social functioning which appears to be permanent.	
To my knowledge this condition has existed since:	
Medical Practice Stamp (below)	Signed:..... Position:..... Date:.....

Documentary Evidence
Please attach in support of this application the following documentary evidence – <ul style="list-style-type: none"> A photocopy preferably of your original award letter for the state benefit in order that the discount / exemption may be considered from the earliest date possible.

> To be completed by the person liable for Council Tax

Declaration	
I declare that the information I have given in this form is correct and complete and I agree to notify you immediately of any changes that might affect my council tax.	
I understand that the deliberate provision of false information in order to achieve financial gain is a Criminal Offence and you may check the information with other sources as allowed by the law.	
I understand that any information I have provided will be used in the administration of my council tax account. You may give information to other parties if the law allows this.	
Signature of liable person	
Date	

Council Tax Reduction – Severely Mentally Impaired

What do you think?

Was the form easy to complete?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was the form easy to understand?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered No please give details:
Was there any information not included on the form which you would like to see included?	
Do you have any suggestions on how the form could be improved?	