



**Rutland**  
County Council

Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP

telephone: 01572 722 577  
email: [ltaxation@rutland.gov.uk](mailto:ltaxation@rutland.gov.uk)  
web: [www.rutland.gov.uk](http://www.rutland.gov.uk)

Owner/Occupier Name and Address:

**COUNCIL TAX  
DISABLED BAND REDUCTION APPLICATION**

Council Tax Account Number:

Date of issue:

Please fill in this form and return it to us within 21 days of the date shown above. This form must be completed by the Council Taxpayer. If you are able to provide photographs of the alterations/adaptations, this would be helpful. Please email these to [localtaxation@rutland.gov.uk](mailto:localtaxation@rutland.gov.uk)

**A. The Qualifying Individual**

Please provide us with the name of the individual who lives at the property who is substantially and permanently disabled, whether by illness, injury, congenital disorder or otherwise.

Full name	
Nature of disability	
Date they became disabled (DD/MM/YYYY)	
Please state which benefits they receive if any e.g., Attendance Allowance	

**B. Reason for the application**

Does your property have any of the following features which are essential, or of major importance for meeting the needs of the qualifying individual? (You must be able to answer 'YES' to one of these questions (Q1, Q2 or Q3) in order for your application to be considered.

<b>Q1 A room (which is not a bathroom, kitchen or lavatory) which is predominately used by the disabled person?</b>	YES / NO
If yes, state which room and why this is needed	

If yes, state when the room was first used predominately by the disabled person (DD/MM/YYYY)	
If yes, does anyone else use this room?	

<b>Q2 An additional bathroom or an additional kitchen which is required for meeting the needs of the disabled person</b> please note that where a property only has one bathroom, converting this to a wet room does not qualify	YES / NO
If yes, state which room and why this is needed	
If yes, state when the room was first used predominately by the disabled person (DD/MM/YYYY)	
If yes, does anyone else use this room?	

<b>Q3 Does the disabled person use a wheelchair in the property?</b>	YES / NO
If yes, is this likely to be permanent?  Temporary use does not qualify e.g. use required as a result of an injury that the person will regain their usually mobility once fully recovered	
Have doorways or hallways been widened to allow for the use of a wheelchair indoors?	

**C. About the adaptations**

Describe what adaptations have been made to the property in relation to the qualifying person's needs?	
Have any structural alterations been made?	

Please provide the exact date that any adaptations were finished? (DD/MM/YYYY)	
If you have a planning reference number, please provide it here	

**D. Any other information you wish to provide**

Can you explain why the qualifying individual's disability would worsen or if they couldn't continue to live in the property without the adaptations?  
Also, tell us about anything else that you think is important for us to know about.

We may need to arrange to visit your property to verify the information you have provided to enable us to make a decision  
We may need to ask further questions if we need clarification or if any answers are incomplete or if we need to see documents to support your answers.  
We will then write to you when we have made a decision, this should usually be within 10 working days.

**Your declaration**  
I understand the following:

I declare that the information I have given on this form is correct and complete. If I give information that is incorrect or false, you may impose a civil penalty of £70.

I must notify you of a change in my circumstances which might affect any discounts, reductions and exemptions that I receive, within 21 days of the change happening.

Signature:	Date:
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**Contact Information**  
Please provide your contact details in case we need to contact you about your application.

You do not have to provide your details, but it will help us to contact you quickly if we have a question about your application or Council Tax Account.

Phone:	
Email:	

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at **Data Protection, Catmose House, Oakham, Rutland LE156HP**

Your information will be used so that we can administer your council tax account and collect council tax from you in accordance with the requirements of the Local Government Finance Act 1992 (and any subsequent legislation and regulations which apply)

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share it with other local authorities, civil enforcement agents and other organisations to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for seven years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.