



CONFIRMATION OF COUNCIL TAX STATUS - THE SEVERELY MENTALLY IMPAIRED

Before completing this form you should read the notes overleaf. This form should be completed in ink and in BLOCK CAPITALS. Part A should be completed by a registered medical practitioner and part B by, or on behalf of, the liable person.

PART A: TO BE COMPLETED BY A DOCTOR.

Full name and address of the severely mentally impaired person

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

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

Signature

Status

Date

Medical Stamp

PART B: TO BE COMPLETED BY, OR ON BEHALF OF, THE LIABLE PERSON.

- 1. Enter the Benefit that the person named above is entitled to (**Any award will be based on verification or evidence of entitlement to a qualifying benefit – See Note 4**)

Please enclose evidence of entitlement, e.g. a benefit book, or letter of entitlement. Alternatively, you may send a photocopy of the front cover and first page of the benefit book, with the form, to the Revenues Unit or take them to your nearest Council Information Service office.

- 2. If you have a daytime telephone number where you can be contacted, please enter it here.

NOTES

- 1 Part A should be completed by a doctor, Part B should be completed by, or on behalf of, the liable person, and signed and dated.
- 2 A person is deemed to be severely mentally impaired for Council Tax purposes if he or she has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent.
- 3 Under paragraph 2(1) of Schedule 1 to the Local Government Finance Act 1992, a person cannot be disregarded as severely mentally impaired unless a certificate to that effect is supplied by a registered medical practitioner. Failure to supply such a certificate may result in the award of a discount being delayed or stopped.
- 4 In addition the severely mentally impaired person must receive, or be entitled to, one of the following benefits:
 - Incapacity Benefit
 - Attendance Allowance
 - Severe Disablement Allowance
 - Unemployability Supplement or Allowance
 - Employment & Support Allowance
 - Constant Attendance Allowance
 - Care Component of a Disability Living Allowance (payable at the highest or middle rate).
 - Disabled Persons Tax Credit.
 - Increase in Disablement Pension (where Constant Attendance needed).
 - Income Support where the applicable amount includes a disability premium.
- 5 The Confirmation of Residents should be completed and returned with the status form.
- 6 In some cases further conditions are attached before a decision can be made. In these cases we may contact the applicant.

Please note the date of any award will be based on –

- The date from which a registered medical practitioner certifies the condition has existed, **and**
- Verification or evidence of entitlement to one of the qualifying benefits outlined in point 4.

If you have any queries you can:

Telephone: 01506 282020 (option 2)
Textphone: 01506 591652 (for people who are deaf or hard of hearing)
Text: Text CT and your message to 07624802248
Email: CouncilTax@westlothian.gov.uk

Write to:
Revenues Unit
Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF