

Finance and Property Services

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

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

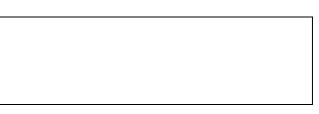
Date from which, to your knowledge, the condition has existed

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

Signature	Medical Stamp				
Status					
Date					

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

 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 <u>front cover and first page</u> 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.



By law West Lothian Council must protect the money we manage. We will share information you give us with other organisations responsible for auditing or managing public funds, to prevent and detect fraud. We will review awards of discount and exemption and reserve the right to use credit reference agencies to validate any such awards.

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 confirm the information given.

If awarded discount or exemption, I undertake to inform you within 21 days of any change in circumstances which may change the amount of Council Tax to be paid.

Signature

Date

Please complete this form with the details of all current residents:

Title	Forename	Surname	Student Y/N	Owner Y/N	Tenant Y/N	Married or Civil Partner Y/N	Partner Y/N	Date of Birth (if under 18)	Date Moved In	Signature For over 18s only

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)Write to:Textphone: 01506 591652 (for people who are
deaf or hard of hearing)Revenues Unit
Civic CentreText: Text CT and your message to
07624802248Howden South Road
LivingstonEmail: CouncilTax@westlothian.gov.ukWest Lothian
EH54 6FF