Email: localtaxation@cravendc.gov.uk

**Application for Discount for Severely Mentally Impaired Person**

This form is for claiming a discount of 25% where a person living in your home is mentally impaired and you are the only other adult in the property that is not disregarded. If you need any help in completing the form, please ring our Customer Services Team on the above number.

Please confirm how many adults (aged 18 or over) are living in the property

Please provide full names of all the adults living in the property:

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**We will need to see proof of the benefits you receive – see details on the next page**.

**Explanation of Severely Mentally Impaired**

A person is severely mentally impaired if they have a severe impairment of intelligence and social functioning which appears to be permanent. For Council Tax purposes they must also be in receipt of one of the benefits listed on the next page.

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|  |
| **Application details** | Council Tax account ref: |   |  |  |
|  |
|  |
| Please give the name of the person who is Severely Mentally Impaired |   |  |
|  |
| **Benefits and allowances** |
| Please tick the relevant box(es) **and provide proof of these**: |
|  |  |  | Amount (£) |  | Frequency |  | Date Awarded |  |
|  | [ ]  | Incapacity Benefit |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Attendance Allowance |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Personal Independence Payments |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Severe Disablement Allowance |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Care component of Disability Living Allowance (at highest or middle rate) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Disablement Pension with an increase due to constant attendance needed |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Constant Attendance Allowance |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Unemployability Supplement/Allowance |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Income Support (where the applicable amount includes a disability premium) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | A person who would have received one of the above benefits had they not reached pensionable age  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | [ ]  | Disability Working Allowance (there are additional conditions when this benefit is payable - we will contact you further if this is payable) |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
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| **Getting A Certificate** |
| A certificate from a doctor is required stating the person is severely mentally impaired.To obtain a certificate the counciI will need to approach the doctor of the person who is severely mentally impaired.If the person is in agreement please supply the following details: |
|  |
| Name of Doctor |  |  |
|  |  |  |
| Address of surgery |  |  |
|  |  |  |
| Tel number of surgery |  |  |
|  |  |  |

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| **Declaration** |
|  | I declare that the information I have given on this form is true and accurate.I will tell Craven DC if there is any change of circumstances at my home.Failure to notify Craven District Council of such changes could lead to a penalty being imposed.I confirm that I have read and understand the enclosed Privacy Notice. |  |
|  |  |  |
| Signed |  | Date |  |  |
|  |  |  |  |  |

**The General Medical Services Committee of the BMA has agreed that for the purpose of the Act, Medical Certificates should be issued without charge to the applicant or his representative. The regulations were amended to add the Certificate to Schedule 9 of the NHS (General Medical Services) Regulations 1992 with effect from 1st April 1993**

**Craven District Council Privacy Notice**

**Council Tax Discounts/Exemptions and Housing Benefit claims**

 **What information do we collect from you?**When you apply for help with your council tax or rent, we may ask you for your name, contact details (home address, email addresses and telephone number) and details of your home, your household and your financial circumstances including bank accounts that you or household have. You may be asked for other personal details, for example about your health. If you are a tenant, we may ask you for details of your landlord.

**Why do we collect this information?**Your name and other identifying particulars and your home and personal, household and financial circumstances are needed to confirm your identity and to establish your entitlement to housing benefit and any council tax discounts or exemptions. If you do not provide the information requested, we may not be able to help you with your council tax or rent.

**Who might we share this information with?**The Council will not share any of the information that it holds about you with any other third party, without your consent, except where allowed by law. The Council is permitted to share the information that you have provided with other organisations in order to make sure that the information it holds is correct, to protect public funds and to prevent or detect crime. These organisations include the Department for Work and Pensions, HM Revenue and Customs, other local authorities, and certain credit reference agencies.

**What do we do with your information?**The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information you have provided for the purpose of your application for help with your council tax or rent, and will not use it for any other Council purpose, unless this is provided by law.

**How long do we keep hold of your information?**The Council will keep hold of your information in accordance with the following rules:

* In case of queries, for as long as necessary to deal with any queries (in case your claim is unsuccessful).
* For the duration that your housing benefit claim or your council tax account remains active.
* After your claim or account has ended, based on any legal and regulatory requirements.

**How can I access the information you hold about me?**By making a Subject Access Request and going onto the Council’s website at <https://www.cravendc.gov.uk/data-and-transparency/data-protection-act/> or writing to the Data Protection Officer, Craven District Council, First Floor, Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. You also have the right to complain to the Information Commissioner’s Office as it can investigate compliance with data protection law: [www.ico.org.uk](http://www.ico.org.uk)