



Application Form for Disabled Persons Allowance

Occupancy ID:

Ratepayer ID:

Property number:

Date:

Please complete Sections 1-5 and return to the address at the end of the form.

NOTE: You can only claim DPA for domestic purposes

Section 1 – Ratepayers details (see Section 1 of Guidance Notes)

Name of ratepayer:

Address of property for which you are claiming DPA:

Do you own the property? Yes No

Do you pay rent on the property? Yes No

If you pay rent for the property, please give the name and address of your Landlord:

When did your tenancy start:

Section 3 – How has the property been adapted?

(see Section 3 of Guidance Notes)

Please tick the box if the property has been adapted to provide:

- A room, other than a kitchen, bathroom or lavatory, which is wholly or mainly used by the person with a disability
- An additional kitchen for use by the person with a disability
- An additional bathroom for use by the person with a disability
- An additional lavatory for use by the person with a disability
- Sufficient floor space to permit the use of a wheel chair

In order to qualify for DPA one of the above adaptations to the property must have been made.

Section 4 – Other information

(see Section 4 of Guidance Notes)

We may need to ask more questions about the person(s) with a disability. Please give the name and address of GP or health professional who knows about the person's disability.

Name:

Profession:

Address:

Phone number:

I confirm that I give my consent for the Land and Property Services to contact the above named person to confirm the nature of my disability or seek any further information required to assess this claim

	Person 1	Person 2	Person 3
Name of Person(s) with disability (in BLOCK CAPITALS):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Person with a Disability:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date:

/ /

Section 5 – Declaration

- 1 The information I have given is true and complete. If I give any information which I know to be false I may be prosecuted.
- 2 I understand that I must tell Land and Property Services if the person with a disability moves out of the property.
- 3 I understand that I may have to pay back any overpayment of DPA.

Name of ratepayer

(in BLOCK CAPITALS):

**Signature
of ratepayer:**

Date:

Phone number:

Please return the completed form to:

DPA Section
Rate Collection
Land and Property Services
Londonderry House
21-27 Chichester Street
Belfast
BT1 4JJ

Disabled Persons Allowance Application – Guidance Notes

General Information

If you have adapted your property to meet the needs of a person with a disability who lives in the property, you can claim Disabled Persons Allowance (DPA). The property must be adapted to provide:

- A room, other than a kitchen, bathroom or lavatory, used mainly by the person with the disability
- An additional kitchen, bathroom or lavatory for the use of the person with the disability
- Sufficient floor space to permit the use of a wheelchair used by and required for meeting the needs of the person with a disability

A member of the DPA team will visit the property to see how it has been adapted.

We will give a 25% reduction if you have met the conditions of the scheme.

You can only claim DPA for a domestic property.

Section 1 – Ratepayer’s details

You should fill in this form if you are the ratepayer, that is, the person who pays the rates for the property.

If you are a tenant in a NIHE, Housing Association or privately-rented property, please complete section 1.

Section 2 – Person with a disability

Under Article 31A of the Rates (NI) Order 1977, as inserted by Article 16 (3) of the Rates (Amendment) (NI) Order 2006 a person has a disability if he:

- a. is substantially and permanently disabled (whether by illness, injury, congenital deformity or otherwise); or
- b. suffers from mental disorder within the meaning of the Mental Health (Northern Ireland) Order 1986.

Please tell us about the disability. If you have any supporting medical evidence or evidence of any benefits in relation to the disability, please send us a copy with this application form. Please tell us on the application form if you would like an interpreter during the visit to the property.

Section 3 – Property Adaptations

To qualify for Disabled Person's Allowance, the property must have been adapted to provide:

- A room, other than a kitchen, bathroom or lavatory used mainly by the person with the disability;
- An additional kitchen, bathroom or lavatory for the use of the person with the disability;
- Sufficient floor space to permit the use of a wheelchair by and required for meeting the needs of the person with the disability.

There must be a clear link between how the property has been adapted and the disability, or we will not award Disabled Person's Allowance.

Section 4 – Other information

We will only contact the GP or Health Professional if we need more information about the person's disability. The person with the disability should sign this part of the application form to give us their permission to contact the GP or Health Professional.

If the person with the disability refuses to give permission for Land and Property Services to contact a health professional for more information about the disability, or if they do not let the DPA Team into their property to see how their home has been adapted, the application may be refused.

Section 5 – Declaration

Please sign and date the application form to show that you understand and agree to the three statements listed in the declaration.

You must tell us if the person(s) with the disability moves out of the property for any reason.

Please give us your phone number in case we need to contact you for further information, and so that a member of the DPA team can contact you to arrange a home visit.

