

Application for a Council Tax Reduction **Child Benefit Payable**

Please read the notes overleaf. This form should be completed in ink and block capitals by the liable person. The completed form should be returned to the Council Tax Team, East Lothian Council, Haddington, EH41 3HA

1 Full name and home address of person for whom child benefit is payable	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
2 Date of birth	<input type="text"/>
3 If you have a telephone number where you can be contacted during office hours, please enter here	<input type="text"/>

Please enclose evidence of the entitlement to Child Benefit, eg., a benefit book, or letter of entitlement. Alternatively, you may send a photocopy of the front cover and first page of the benefit book or you may call in person with the documents at any of the local offices.

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. I understand that enquiries may be made to verify the information given. If awarded a discount I undertake to inform the Council within 21 days of any change in circumstances affecting the amount of Council Tax payable.

Signature Date

Email Daytime Tel Mobile

NOTES

A person is disregarded for discount purposes if he or she:

- Is 18 years of age or over AND is either
- A person receiving, or entitled to receive, Child Benefit for him/her/them OR
- The person would receive Child Benefit but for the fact that the child is in local authority care

This form should be completed by the liable person and returned to:

Council Tax Team
East Lothian Council
Haddington
EH41 3HA

Failure to complete and return this form could result in the award of a Council Tax discount being delayed or cancelled.

If you wish to contact a member of the Council Tax Team, please phone 01875 824314 or visit www.eastlothian.gov.uk/counciltaxforms and complete one of our online forms.

Alternatively, you can call in to one of our local offices from 9.00am to 4.30pm Monday, Tuesday and Thursday, 10.00am to 4.30pm Wednesday or 9.00am to 3.30pm Friday.

Dunbar Area Office – The Bleachingfield Centre, Countess Crescent, Dunbar EH42 1DX
Haddington Area Office – John Muir House, Brewery Park, Haddington EH41 3HA
Musselburgh Area Office – Brunton Hall, Ladywell Way, Musselburgh EH21 6AF
North Berwick Area Office – North Berwick Shared Facility, School Road, North Berwick EH39 4JU
Prestonpans Area Office – Prestonpans Shared Facility (Library), West Loan, Prestonpans EH32 9NX
Tranent Area Office – The George Johnstone Centre, 35 Winton Place, Tranent EH33 1AE

*East Lothian Council uses the personal data you provide for purposes associated with the delivery of our services. For more information go to: www.eastlothian.gov.uk/privacyct
Personal data will be retained in line with East Lothian Council's retention policies.
For more information contact Data Protection Officer, East Lothian Council, John Muir House, Haddington, EH41 3HA. Email: dpo@eastlothian.gov.uk*

For further information refer to our website www.eastlothian.gov.uk/counciltax