

## Council Tax Exemption Care Leaver

### PART 1 APPLICANT DETAILS

Full name of applicant

Date of birth

Telephone number

Address of property where applicant is currently resident

Email address

Would you like your bills sent to you by email:

Yes  No

### PART 2 HOUSEHOLD DETAILS

Please provide details of all other people who live in the property

Full Name

Date of birth

1.

2.

3.

4.

### PART 3 LOCAL AUTHORITY CARE

Please provide the name of the Local Authority who were providing care at age 16 or any period thereafter.

### PART 4 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 an exemption from paying Council Tax, I will inform the Council within 21 days of any change in my circumstances which affects the amount of Council Tax payable.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For office use only

I confirm that the person named in Part 1 was in Local Authority care on or after their 16<sup>th</sup> birthday.

Council Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Designation: \_\_\_\_\_

## Notes for Council Tax Exemption for Care Leavers

In terms of the Council Tax (Exempt Dwellings) Scotland Order 1997 (as amended) and the Council Tax (Discounts) (Scotland) Regulations 1992, a dwelling house may be entitled to a reduction in Council Tax (including water and sewerage charges) if it falls within the category shown below.

An Occupied Dwelling which is occupied by a person who:

- a) Is at least 18 years of age but not yet 26 years of age
- b) Was on that person's sixteenth birthday or at any subsequent time looked after by a Local Authority; and
- c) Is no longer looked after by a Local Authority

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

## Annual Review of Discount or Exemption

The Council must review all discounts and exemptions in order to ensure that there is still entitlement.

The discount and exemption review process is started by the issue of a review form, which has a section for you to complete sign and return.

This form asks you to confirm you are still entitled to the discount or to give details about when and why the discount or exemption should stop.

If the review form is not completed or returned within the timescale requested, the reduction will be terminated and a bill issued for the full charge. It is therefore important not to ignore the review form.

## Local Council Offices & Opening Times

- 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

Opening hours are:

- Mon, Tues & Thurs 9am to 4.30pm
- Wednesday 10am to 4.30pm
- Friday 9am to 3.30pm

## Contact Details

If you would like more information about Council Tax:



Phone 01875 824314



Visit [www.eastlothian.gov.uk/counciltax](http://www.eastlothian.gov.uk/counciltax)

*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/privacyst](http://www.eastlothian.gov.uk/privacyst)  
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](mailto:dpo@eastlothian.gov.uk)*

**For further information refer to our website  
[www.eastlothian.gov.uk/counciltax](http://www.eastlothian.gov.uk/counciltax)**