

## COUNCIL TAX – Long Term Care Reduction

Council Tax Account No:

Please read the notes overleaf. This form should be completed and returned to the Council Tax Team, East Lothian Council PO Box 13251, Haddington, EH41 3YA. Failure to complete and return this form could result in the award of a Council Tax discount being delayed or cancelled.

This form is also available online at [www.eastlothian.gov.uk/council-tax](http://www.eastlothian.gov.uk/council-tax)

### SECTION 1: About the Liable Person

To be completed by all applicants

Name of person receiving care:			
Address they have left in order to receive care:			
Will anyone be living at the above address while they are away:	Yes/No		
If Yes, please provide their (name) and date of birth		D.O.B	
		D.O.B	
		D.O.B.	
		D.O.B.	
Date absent from the above address:	From:		To: <input type="text"/>
If applicable, name and address of agent/next of kin/family member (see important note overleaf)			

### SECTION 2: About the Property

To be completed by all applicants

If the liable person does not own the property they have left, please provide the owner's name and address:	
Is the property furnished:	Yes/No
If furniture has been removed, what date:	

### SECTION 3: Receiving Care in a Hospital or Residential Home

To be completed by a Doctor or Health Care Professional if care is being provided in a hospital or residential home

Name and address of hospital or home:			
Date patient admitted:			
Is the patient's stay likely to be permanent:		Yes/No	
If No, expected discharge date:			
Please complete and sign the Declaration below on behalf of the liable person.			
I confirm that..... (liable person) is a patient at this hospital/home.			
Signature:		Stamp of hospital/home:	

## Notes

A person is deemed to be a long term patient if he or she:

- Is a patient having his/her sole or main residence in a hospital OR
- Has his/her sole or main residence in a residential care home, nursing home, private hospital or hostel and is receiving care or treatment there.

### Important note for agent, next of kin or family member

If you are an agent, next of kin or family member to the patient, a Council Tax Officer can only discuss the account of an adult without capacity if you have a Power of Attorney, Appointee or Mandate of Authority document that explicitly allows for intervention in these matters. A copy of this document should be sent to the Council Tax team along with this application.

If you do not have the appropriate document in place, then we will not be able to share personal data except in the presence of a court order or other legal obligation.

### 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.

### Contact Us

If you require further information about Council Tax, or need to contact the Council Tax team, visit [www.eastlothian.gov.uk/council-tax](http://www.eastlothian.gov.uk/council-tax) and complete one of our online forms or phone 01875 824314.

The location of local council offices and opening hours can be found at [www.eastlothian.gov.uk/local-offices](http://www.eastlothian.gov.uk/local-offices)

Council Tax phone lines are open Tuesdays, Thursdays and Fridays from 9am to 2pm. Lines are closed on Mondays and Wednesdays.

## How we use the information you provide

East Lothian Council used the personal data you provide for the purposes associated with the delivery of our services. For more information visit [www.eastlothian.gov.uk/privacypct](http://www.eastlothian.gov.uk/privacypct)

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)

This authority has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of fraud and recovery of debt. It may also share this information within the authority or with other bodies responsible for auditing or administering public funds. For further information refer to our website [www.eastlothian.gov.uk/datasharing](http://www.eastlothian.gov.uk/datasharing)