



COUNCIL TAX – Receiving or Providing 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, Haddington, EH41 3HA. 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

SECTION 1: About the Liable Person
To be completed by all applicants

Name of person receiving or providing care:			
Address they have left in order to receive/provide care:			
Will anyone be living at the above address while they are away?			Yes/No
If Yes, please provide their name(s) and date of birth:		D.O.B.	
		D.O.B.	
		D.O.B.	
		D.O.B.	
Dates absent from the above address:	From:		To:
If applicable, name and address of agent/next of kin/family member: (see important notes 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

SECTION 3: About the Care
To be completed by all applicants

Please tick the box(es) which best describe the reason(s) for care being provided or received	<input type="checkbox"/>	Illness	<input type="checkbox"/>	Past or Present Drug Dependence
	<input type="checkbox"/>	Old Age	<input type="checkbox"/>	Past or Present Alcohol Dependence
	<input type="checkbox"/>	Disablement	<input type="checkbox"/>	Past or Present Mental Health Disorder
	Other, please specify:			

If the liable person has left home to receive care in a hospital or residential home, a Doctor or Health Care Professional should complete Section 4
 If the liable person has left home to receive care elsewhere, please go to Section 5.
 If the liable person has left home to provide care, please go to Section 6.

SECTION 4: 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:	
Status:			
Date:			

SECTION 5: Receiving Care Elsewhere

To be completed if the liable person is receiving care somewhere other than a hospital/home e.g. supported housing

Name and address of the property where care is being received:			
Date the liable person left their sole and main residence:			
Does the liable person intend to return to their sole and main residence:	Yes/No	If Yes, expected return date:	
If care is being received in someone else's home, you may be asked to provide evidence to show that the person being cared for is living there e.g. confirmation from patient's doctor of the date care started, how long it is likely to last, etc.			
Please complete and sign the Declaration below on behalf of the liable person. I confirm that..... (liable person) is receiving care at this property/establishment.			
Signature:			
Relationship to liable person/patient:			
Date:			

SECTION 6: Providing Care Elsewhere

to be completed if you have left your home to provide personal care elsewhere

Name of the person you are providing care for:			
Address where you are providing personal care:			
Date you left your sole and main residence:			
Do you intend to return to your sole and main residence:	Yes/No	If Yes, expected return date:	
Please complete and sign the Declaration below on behalf of the liable person. I confirm that I am providing care for(liable person) at this property.			
Signature:			
Relationship to liable person/patient:			
Date:			

Notes

A full Council Tax bill assumes there are two adults (aged 18 or over) living in a household. Some household members are disregarded for the purposes of Council Tax.

Usually one person, called the liable person, has to pay Council Tax. Couples living together will both be jointly and severally liable - this means they are responsible as a couple but also individually.

To work out if you are due a reduction in Council Tax, we look at the circumstances of all residents in a property. A resident is someone aged over 18 years who has his or her sole or main residence in the property.

Where a person is absent from the household, for example to be cared for or providing care elsewhere because of old age, disablement, illness, past or present alcohol or drug dependence or past or present mental disorder, then this person is associated with two properties. In these circumstances the Council must make a determination as to what is that person's sole or main residence.

Example 1 - Receiving care in a hospital or residential home

A single person lives in a privately owned home. They go into a care home/hospital and will not return home. The house will be exempt from the date of admission.

Example 2 - Receiving care elsewhere

A single person lives in a council house. They move in with relatives or to supported accommodation and intend to return to their council house. The unoccupied home is exempt.

Example 3 - Providing care elsewhere

A couple live in a privately owned home. On 1 October, the lady moves in with her friend to care for her during recovery from an illness. Her husband remains in the family home therefore would still be liable for Council Tax but would receive a 25% discount from that date, due to being the only occupant in the home.

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 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

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/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

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