



Our Ref: **HOME-HOSP/**

Your ref:

Ask for: Revenues Section

Direct Dial No: **01376 557755**

Ext:

Date:

Financial Services

Causeway House Braintree

Essex CM7 9HB

www.braintree.gov.uk

We welcome calls from Typetalk

E mail: counciltax@braintree.gov.uk

Name

Address

Council Tax Relief - Patients in Care Homes, Hospitals or Hostels

When assessing the number of people living in a Home, hospital or hostel for Council Tax purposes, the Council does not count those who qualify for Discount Disregards. Patients in Homes, hospitals or hostels may qualify for relief. Please read the accompanying notes before completing this application form.

Name of Applicant:

Home address:

What is your interest in the property you have left, i.e. Owner/Tenant/Leaseholder/Other?

Is the property you have left still occupied?

YES/NO (delete as appropriate)

If **YES**, who remains in the property?

Name and address of the residential home, hospital or hostel you have moved to:

.....
.....

Date of admittance to the residential home/hospital or hostel...../...../.....

If the application is made on behalf of the patient, the person signing the form must state his/her relationship to that patient.

DECLARATION

I declare that the details stated in this application are true and accurate to the best of my knowledge and belief.

Signature Date

Name (if signing for patient)

Relationship Address

.....

PLEASE REMEMBER

- **TO PAY EXISTING INSTALMENTS WHILST YOUR APPLICATION IS BEING PROCESSED.**
- **You must notify the Council of any changes in circumstances which may affect your right to exemption.**
- **The information supplied may also be used for other Council Revenues purposes registered under the Data Protection Act 1998**

Council Tax - Relief for Patients in Care Homes, Hospitals or Hostels

When assessing the number of people living in a Home, hospital or hostel for Council Tax purposes, the Council does not count those who qualify for Discount Disregards.

Among those who qualify for Discount Disregards are patients whose sole or main residence is a hostel, a residential care home, a nursing home, or a mental nursing home, where they are receiving care or treatment, or an NHS hospital or military hospital.

A **residential care home** is defined as:

1. A legally registered home in which residents' accommodation is provided under the National Assistance Act (1948) or the National Health Service Act 1977,
or
2. A home run by the Abbeyfield Society, or bodies affiliated to it.

A **nursing home** is defined as:

A home which meets the requirements of the Registered Homes Act 1984.

A **mental nursing home** is defined as:

A home which is a mental nursing home within the meaning of the Registered Homes Act 1984.

A **hostel** is defined as:

1. A bail or probation hostel approved under the Powers of Criminal Courts Act (1973).
or
 2. A residence which is solely or mainly used for communal residential accommodation providing personal care for residents because of old age, disablement, drug or alcohol dependence or mental disorder.
or
 3. A residence which is not a residential care home, nursing home or mental nursing home.
- If you are not sure what the main residence is, ask the Matron or proprietor who should be able to help you.

Please note the following:-

Should your circumstance change in a way that may alter your entitlement to this discount, you must notify me in writing within 21 days of that change. Under Regulation 16 of the Council Tax (Administration and Enforcement) Regulations 19 (as amended) it is your duty to do this. Failure to notify me of such a change may result in a penalty of £70 being imposed upon you. In some cases the Council may use the provisions of the Theft Act 1968 where it believes that false information has been knowingly supplied to obtain a financial benefit to which a person is not entitled.

If you disagree with the decision relating to your application for discount, you may appeal to me in writing within 28 days of the date on this letter. You must explain why you disagree and send any information to support your argument. If we cannot agree, you may appeal to the Valuation Tribunal and the Clerk to the Tribunal will arrange a date for you to attend and give your reasons for the appeal.

You should continue to pay your existing instalments pending the outcome of any appeal. If your appeal is successful, you may be asked to complete a review form at a later date, but you will be entitled to a discount/exemption from Council Tax as long as the reasons you gave the Tribunal exist, and the Authority is satisfied that the entitlement continues to exist.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.braintree.gov.uk/council and democracy/ National Fraud Initiative or contact our Customer Service Centre on 01376 552525