



# Braintree District Council

Financial Services  
Causeway House, Bocking End  
Braintree, Essex, CM7 9HB

Name:  
Address:

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Dear Sir/Madam  
Please ensure you enter your Council Tax reference number

## Application for Council Tax Relief - Care Workers – Account Ref

When assessing the number of people living in a Home or hostel, who may be liable to pay Council Tax, the Council does not count those who qualify for Discount Disregards. Certain Care Workers may qualify for relief.

**Please read the enclosed notes before completing this application form.**

Care Providers full name .....

Care Recipient Name:	Address:
Age:	Date of Birth:

Details of application: .....
Exact date applied from: .....
Relationship to care recipient (e.g. Brother, Sister, Aunt etc): .....
Which State Allowances does the care recipient receive? (See list in enclosed notes) <b>Please supply proof with application</b> .....
How many hours per week do you spend providing care? .....

Please provide details as to the nature and level of care you require. i.e. help with cooking, cleaning, washing, getting dressed, cooking a hot meal, prescribing medication or undertaking a similar medical procedure.

Please provide as much information as possible and if you have any information from a doctor which confirms a particular condition or need, please include this.

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**DECLARATION: To be signed by the care recipient (person claiming disregard) or someone who acts in their capacity**

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

Signature..... Date.....

Contact Tel Number/Email.....

**PLEASE REMEMBER**

- You must notify the Council of any changes in circumstances which may affect your right to exemption.
- TO PAY EXISTING INSTALMENTS WHILST YOUR APPLICATION IS BEING PROCESSED.
- The information may also be used for other Council Revenues purposes registered under the General Data Protection Act 2018

Yours sincerely,

Revenues Officer

## **Council Tax - Relief for Care Workers**

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

Among those who may qualify for Discount Disregards are care workers employed to care for elderly or disabled people. However, the following conditions must apply.

1. You must be employed by a recognised organisation, or by the person receiving care or support and to whom you were introduced by the recognised organisation.

**Recognised organisation means:**

- a) a local authority within the meaning of the Local Government Act 1972*
- b) the Common Council of the City of London*
- c) the Council of the Isles of Scilly*
- d) the Crown*
- e) a body established for charitable purposes only.*

**and,**

2. You must be employed in this work for at least 24 hours per week and receive not more than £44 per week salary,

**and,**

3. You must live in accommodation suitable for providing adequate care and support, which has been provided by the organisation or person for whom you work.

**OR**

1. You are providing care to a person who is entitled to one of the following special allowances, because of the need to have the care and support you provide: -

Providing care to a person who is claiming at least one of:

- Attendance Allowance-higher and lower rate
- the highest and middle rate of the care component of a Disability Living Allowance – now referred to as Personal Independence Payment.
- Personal Independence Payment – daily living component, enhanced rate.
- Personal Independence Payment – daily living component, standard rate
- an increase in a Constant Attendant Allowance
- an increase in their Disablement Pension
- the highest rate of Constant Attendance Allowance payable on top of full rate
- Disablement Benefit due to an industrial injury
- Armed Forces Independence Payment – any amount.
- Resident in the same property as the person they are providing care for
- Providing care for at least 35 hours per week on average

**and,**

2. You must be living in the same home as the person for whom you provide the care and support,

**and,**

3. You must be providing care and support for an average of at least 35 hours per week,

**and,**

4. You must not be the spouse of, or be living together as husband and wife with the person who is receiving your care or support,

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**and,**

5. You must not be the parent of the person who is receiving your care or support, if that person is a child less than 18 years of age.

**These notes are for guidance only.**

**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](http://www.braintree.gov.uk/council) and democracy/ National Fraud Initiative or contact our Customer Service Centre on 01376 552525**