

**RESIDENTS IN MENTAL HOSPITAL,
NURSING/CARE HOME, HOSPITAL
OR HOSTEL**

Discount claim form



www.carlisle.gov.uk

**How TO
PAY LESS
COUNCIL
TAX**

Ref. No.

Name

Address

.....

.....Post Code

What is a discount for residents of these establishments?

- Council Tax is a charge set by a local authority based on the valuation band that a property is placed in. The tax can however be reduced in certain circumstances if someone is entitled to a **Discount**.
- The full Council Tax bill is worked out on the assumption that there are 2 adults in a dwelling. If only one adult lives in a dwelling as his or her main home, the bill can be reduced by 25%. If no one is living in a dwelling as their main home, the bill can be reduced by 10%.
- Certain people are not counted when looking at the number of adults resident in a dwelling. People whose main residence is:-
 - a mental nursing home or hospital
 - a residential care or nursing home
 - a N.H.S. hospital (including NHS Trust Hospitals)
 - a hostel providing a high level of careare not counted as living in these establishments for Council Tax purposes
- If someone is in hospital for a relatively short time and he or she has a home elsewhere, Council Tax will remain payable at the home.

Want to know more?

- If you have any questions at all about Discounts for residents in these establishments, just ask and we will be pleased to help you.
- Call in or write to the Revenues & Benefits Services, Civic Centre, Carlisle CA3 8QG.
- If you prefer, telephone us on **01228 817200** or Email: **ctax@carlisle.gov.uk**

**DO YOU WANT TO CLAIM?
if "YES" please go to the next part**

PLEASE NOTE

The claim must be made by the person liable to pay the bill (or by an agreed representative).

Information needed from you

- Please complete the relevant section below including the declaration and return the whole of this form to us.
- Please claim as soon as possible. The sooner you claim, the sooner your account can be checked to make sure that you are not paying too much.

Please give us your full name and address (if not shown)

How many people aged 18 or over live in your property?

Please give the name and address of the establishment

Date admitted to the establishment

Date stay became permanent in establishment

Please give the name, telephone number and official capacity of a contact at the establishment

Declaration

I confirm that the information I have supplied in this claim is true and accurate and agree that the authority may make any reasonable enquiries to verify this.

I will notify the authority immediately of any change in my circumstances that may affect my entitlement to the discount.

Signed:

Date:

Full Name:

Tel. No.:

PLEASE NOTE:

A penalty of £50 may be imposed where false or inaccurate information is provided or where there is a failure to supply any information requested by the City Council.

DATA PROTECTION - THE INFORMATION THAT YOU ARE ASKED TO PROVIDE MAY BE RECORDED ON COMPUTER AND IS SUBJECT TO THE DATA PROTECTION ACT 1984

We may allow access to Council Tax Information to other parties such as the Electoral Registration Officer, Police, Child Support Agency, Inland Revenue etc. as allowed by law.

What to do now

- Check that you have filled in the parts of the form which apply to you.
- Check that you have enclosed any items which you are required to send with your claim.
- Make sure you have signed the form.
- Take or send this form to the Revenues & Benefit Services, Civic Centre, Carlisle CA3 8QG.