

Account Reference:

Date:

**Application for a discount / exemption due to a person moving into a care home**

Please ensure you have read the guidance notes supplied before completing and returning this form.

Complete **Section A** then **Section B** if people are remaining in the property OR **Section C** if no-one is remaining in the property

**Section A**

Address person is vacating

Name of person vacating

Surname	Forename

Date person is vacating

Day	Month	Year

Which care home are they moving to?

Are they moving permanently?

**Yes / No**

Had they been in hospital before going into the care home?

**Yes / No**

If yes, what date were they last resident at this address

Day	Month	Year

**Section B** (Adults remaining in the property)

How many adults have their main residence at this address?

**Please complete the box below:**

Surname	Forenames	Owner/Tenant/Resident	Date Occupied		
			Day	Mth	Year

**Section C** (No adults remaining in the property)

Has the furniture been removed from the property? **Yes / No**

If yes, please give the date the furniture was removed

Day	Month	Year

Where should all correspondence be sent to?

Name:
Address:

Was the vacating person renting their property or do they own it? **Rent / Own**

**Rented**

If rented, has a tenancy end date been agreed? **Yes / No**

If yes, what date will the tenancy end?

Day	Month	Year

Who is your Landlord and what is their address?

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Were they renting the property with or without furniture?

Furnished  Unfurnished  Part-furnished

(please specify what items remain)

Own

If own have they decided what will happen to the property now, will they?

Sell

Rent

Yet to decide

I declare that the information given above is correct to the best of my knowledge. I will advise the Council within 21 days of any change of circumstances affecting my entitlement, or if responsibility for the property passes from me.

Signature:

Date:

Telephone:

Email:

**Privacy notice**

How we will use your information

Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulation, we are permitted to use data for our tasks; data Protection law describes this legal basis for handling your information. It will be used by Hinckley & Bosworth Borough Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. For more about how we use personal data, visit [www.hinckley-bosworth.gov.uk/privacy](http://www.hinckley-bosworth.gov.uk/privacy) (opens in a new window or tab).

## **Application for a discount/exemption due to a person moving into a care home**

### **Guidance notes**

#### **What criteria is needed to qualify for this discount / exemption?**

The person vacating must be vacating permanently and be changing their main residence to a care home. **They must not intend to return to the property they are vacating.**

#### **What reduction will I receive?**

- If no-one will remain in the property then a full exemption will be granted for the period the person is responsible for the property.
- If one adult is remaining then a 25% discount will be granted.
- If more than one adult is remaining no discount is applicable.

If the person vacating lived in the property which has now been transferred or sold to a family member and does not have a formal tenancy agreement, once the person vacates the liability for the property passes to the owner. The owner will receive a six month exemption if the property is empty and unoccupied or a 90% if the property remains furnished.

#### **Who should complete the application form?**

The person named on the bill or an appointed person.

#### **What additional information do I need to supply with my application form?**

None

#### **What should I do about paying my Council Tax in the meantime?**

The bills previously issued must be regarded as correct and due for payment as requested.

#### **What should I do if my circumstances change?**

- If the property is sold please contact the Council within 21 days to inform us of the date the sale is completed and who now owns the property.
- If the property has been rented out and you still own the property please contact the Council within 21 days to inform us of the date the tenancy began and who you have rented the property to.
- If you were the tenant of the property and your tenancy has ended please contact the Council within 21 days to inform us of the date the tenancy ended.
- If you become resident at a different care home or your correspondence address changes, please contact the Council within 21 days.

#### **When will my discount / exemption start?**

It will start on the day you become permanently resident at the care home or on the day you went into hospital prior to going into the care home, as long as you did not return home in between times.

**If you have any queries regarding this discount/exemption please contact the Council Tax Billing Section on 01455 238141.**