



Correspondence only: **Revenues** and Benefits Service, PO Box 10004, Hinckley, LE10 9EJ
In person: Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR
Telephone: 01455 238141
Fax: 01455 619853
E-mail: revenues@hinckley-bosworth.gov.uk
Website: www.hinckley-bosworth.gov.uk

Name: Address:

Account Reference:

Date:

Application form for a Council Tax discount - Carer

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

Name of person receiving care:	<input type="text"/>
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Name of carer:	<input type="text"/>
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Does your carer fall into (A) Other (relative/friend) Yes/No

(B) Employed Yes/No

(A) Other

Please tick the Benefit the person receiving care is entitled to.

- | | |
|--|--------------------------|
| (a) Attendance Allowance at the HIGHER RATE | <input type="checkbox"/> |
| (b) HIGHEST RATE of the care component of a disability allowance | <input type="checkbox"/> |
| (c) Disablement pension | <input type="checkbox"/> |

Have you provided proof of their entitlement to this allowance? Yes/No

Is the person receiving the care the spouse, living with the carer or parent of a person under 18 years old of the carer? Yes/No

How many hours per week is care provided by the carer?

How many people over 18 live at this address?

(B) Employed

Name and Address of Organisation:

How many hours per week is care provided by the carer?

How much per week does the carer receive for providing care?
(Please provide a Certificate from your employer)

£

Does the carer live at your address?

Yes/No

If yes, how many people over 18 live at your address?

If no, does the organisation the carer works for supply accommodation for them?

Yes/No

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

Signature:

Date:

Telephone:

Email:

How will we 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 Regulations, 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.

Read more about how we use personal data on our privacy notice page: <https://www.hinckley-bosworth.gov.uk/privacy>. Or write to the council at: Hinckley & Bosworth Borough Council, Hinckley Hub, Rugby Road, Hinckley, Leicestershire, LE10 0FR. Telephone: 01455 238141

Carer - Council Tax Guidance Notes

What criteria is needed to qualify for this discount?

There are 2 types of carer who can be discounted for Council Tax purposes.

A. Other (Relative or friend)

1. Providing care for someone entitled to:

- (a) Attendance Allowance at the HIGHER RATE.
- (b) HIGHEST RATE_of the care component of the disability living allowance.
- (c) Disablement Pension.

& 2. Reside in the same dwelling as the person receiving care.

& 3. Providing care for at least 35 hours per week.

& 4. Someone who is **NOT**

- (a) The spouse of the person being cared for, or living together as man and wife;
- (b) The parent of the person being cared for who is under the age of 18.

B. Employed

1. Either

- (a) Employed by either: Local Authority or Charitable Body
(e.g. Social Services, Private employment through a care agency i.e. Hinckley Carers support scheme)
- (b) Introduced by a body established for charitable purposes then employed by the person receiving care.
(e.g. Mosiac, Cornerstones)

& 2. Employed for at least 24 hours per week.

& 3. Being paid no more than £44 per week.

& 4. Resident in premises provided by the relevant body, or by their employer.

What reduction will I receive?

If there are:

- (a) Two or more adults and one carer then there is no discount.
- (b) One adult and one carer then there is a 25% discount.
- (c) One adult, one person who is severely mentally impaired and one carer then there is a 25% discount.
- (d) One person who is severely mentally impaired and one carer then there is a 50% discount.

Who should complete the application form?

The person named on the bill.

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

If you are applying under Category A then we will need a copy of your letter from the Department of Work & Pensions confirming your entitlement to either Attendance Allowance at the higher rate, the highest rate of the care component of a Disability Living Allowance or Disablement Pension.

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?

Notify the Council within 21 days of the change occurring.

When will my discount begin?

We take the date from your entitlement letter. Therefore if your letter states your allowance or pension was paid from 1 January 2009 or your carer was resident at this date then the discount will begin from then.

What should I do if my application is rejected?

You may appeal against our decision by writing to us at:

**The Leicestershire Partnership
Benefits Section
PO Box 10004
Hinckley
LE10 9EJ**

Or email us: revenues@hinckley-bosworth.gov.uk

If this is unsuccessful you will be advised as to how you can make a formal appeal to the Valuation Tribunal. Forms for this can be obtained by visiting www.valuationtribunal.gov.uk

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