

COUNCIL TAX - Residents of nursing home/ care home and hospital disregard



Please complete this form and return to:

Knowsley Metropolitan Borough Council

Municipal Buildings, Archway Road, Huyton, Merseyside, L36 9YU

Telephone: 0151 443 4476

E-mail: local.taxation@knowsley.gov.uk **Web:** www.knowsley.gov.uk

Your name and address:	Council Tax account number:
	E-mail address:
	Your phone number:
Address form relates to (if different)	

Please read the information over the page before you fill in your application

Full names of all persons over 18 residing in the property

Please indicate if the property is currently furnished unfurnished

If owned is the property to be put up for sale Yes No

Does the individual intend to return to the property Yes No

Please have the declaration below completed by the relevant establishment

Full name of the person to be disregarded	<input type="text"/>
Date of admission	<input type="text"/>
Establishment name and address	<input type="text"/>

<input type="text"/>	Authorising stamp of establishment
<input type="text"/>	
<input type="text"/>	

Signature (on behalf of establishment)

Position held

Date

Council Tax and Data Protection - How we will use your information.

The information that you provide will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation to protect public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performance enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing public funds. We will not disclose your personal information to third parties for marketing purposes

Any changes in circumstances should be notified to the council within 21 days.

COUNCIL TAX – RESIDENTS OF NURSING/CARE HOME OR HOSPITAL DISREGARD

People who remain permanently in a hospital (NHS hospital or Armed Forces medical centres), nursing/care home as their main home will not be counted for Council Tax purposes.

If you are a resident in the above for a short time and have a home elsewhere you will continue to be liable for Council Tax.

When is a discount possible?

Council Tax is normally charged on the assumption that two or more people aged 18 or over live in a property.

If there is only one adult living there, they can apply for a single person's discount of 25%. However, if anyone aged 18 or over moves permanently into hospital or a nursing/care home and without them there is only one adult living in the property, you may apply for the same 25% discount.

When is an exemption possible?

If a property is left unoccupied because the person(s) previously living there has permanently moved into a nursing/care home or hospital, you may apply for an exemption from Council Tax.

An exemption means that no-one has to pay Council Tax for that property.

What is a care home?

A care home can mean a residential care home, a nursing home, a mental nursing home, some types of hostel, for example, a bail hostel or other residential accommodation where personal care is provided

What happens if I qualify?

We will send you an adjusted bill showing the appropriate reduction within 10 working days of receipt of your documents.