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Your Ref/Eich Cyf

Our Ref/Ein Cyf

Pending

Date/Dyddiad

Dear Sir/Madam,

COUNCIL TAX- APPLICATION FOR A PERSON TO BE DISREGARDED FOR DISCOUNT PURPOSES
RESIDENT IN HOME/HOSTEL/HOSPITAL

In response to your request, please find overleaf an application form for a person to be disregarded from your household. The form must be completed by or on behalf of the person who is liable to pay Council Tax and certified in Box D by a responsible person of the home/hostel/hospital and endorsed with an official stamp.

The person can only be disregarded where their sole or main residence is in a:

- (i) residential care home
- (ii) nursing home (including a private hospital)
- (iii) mental nursing home
- (iv) hostel
- (v) hospital

and must be receiving care and/or treatment.

REMINDER- Single person discount can only be awarded where ONE person remains liable after others have been disregarded e.g. in a three adult household two have to qualify to be disregarded before a discount can be awarded.

Please complete the form in BLOCK CAPITALS and in BLACK INK then return to the address shown above.

Yours Faithfully,

W J Carpenter
Council Tax & NNDR Manager

Data Protection Act 1998

The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:

- to establish liability to the Council Tax and eligibility for other forms of statutory relief & allowances in relation to Council Tax.
- by authorised employees AND external bodies such as the Valuation Office Agency and Department for Work and Pensions, for the purpose of management, administration and collection of the Council Tax.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 815588 or e-mail foi@caerphilly.gov.uk.

APPLICATION FOR PERSON TO BE DISREGARDED FOR DISCOUNT PURPOSES – HOME/HOSTEL/HOSPITAL

PART A

Applicant's name:(must be person liable for Council Tax).....

Address:

..... Post Code:

Number of residents over 18 years of age living in the dwelling:

Names & dates of birth of any resident between ages of 16 years and 18 years:

NAME

DATE OF BIRTH

.....

...../...../.....

.....

...../...../.....

.....

...../...../.....

PART B

Full Name of Person Resident in Home/Hostel/Hospital:

Address of Former Home:

..... Post Code:

Name & Address of Home/Hostel/Hospital (please specify):

.....

..... Post Code:

Date of Admission:/...../.....

PART C – DECLARATION I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorize the Council to undertake any inspection and/or checks to verify the details of this claim. I consent to the information being processed for the purposes of the assessment and collection of council tax by Caerphilly County Borough Council.

Signed: Tel No:

Mr Mrs Miss Ms

(*You are not obliged to provide your telephone number, but it may assist in dealing with your application more speedily in the event of a query).

Full Name: Date:/...../.....
(Block Capitals)

WARNING – GIVING FALSE INFORMATION MAY RESULT IN PROSECUTION

PART D

TO BE COMPLETED BY A RESPONSIBLE PERSON AT THE HOME/HOSTEL/HOSPITAL

I certify that the information given in Part B above is correct.

Signed:

Name:
(Block Capitals)

Job Title:

Date:/...../.....

Official Stamp

DATA PROTECTION ACT 1998

The information you supply will be treated in confidence and processed in accordance with the Data Protection Act 1998. The information will be disclosed to the data subject if he/she makes a subject access request.

Correspondence may be in any language or format – *Gallwch ohebu mewn unrhyw iaith neu fformat*
www.caerphilly.gov.uk