

COUNCIL TAX - Persons Receiving Care Elsewhere



Knowsley Council

Please complete this form and return to:

Knowsley Metropolitan Borough Council

Municipal Buildings, (Yorkon) Archway Road, Huyton, Merseyside, L36 9YU

Telephone: 0151 443 4476

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

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

Full name of person in receipt of care;

Council tax account number

Address which is now unoccupied

Address where care is being received:

Please state why personal care is required:

Old Age Yes No

Disablement Yes No

Illness Yes No

Alcohol / drug dependence Yes No

Mental disorder Yes No

Please indicate if the property is currently furnished unfurnished

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

Is anyone living at the vacated home address? Yes No

If yes please provide their names and dates of occupation

Signed:

Print name:

Date:

Telephone number:

Email address:

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. This authority has a duty to protect public funds it administers, and may use information held about you for the prevention and detection of fraud and other lawful purposes. This may include, but not be limited to, matching council tax data with Electoral Registration records. The council will also use the information for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information with other bodies responsible for auditing or administering 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 – PERSONS RECEIVING CARE ELSEWHERE APPLICATION

When is an exemption possible?

If a property is left unoccupied because the person(s) previously living there has permanently moved to receive personal care elsewhere, (other than a residential 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.

Who can qualify for this exemption?

You can be exempt if the person whom is being cared requires care for one of the following reasons:-

- Old age
- Disablement
- Illness
- Past or present alcohol or drug dependence
- Past or present mental disorder

This exemption is not applicable if the person receiving care was not the last person to live in the property you require the exemption for.

How do I apply?

Please print the Person Receiving Care Elsewhere application form and return with the requested evidence.

What evidence do I need to submit?

To enable the Council to verify entitlement to this reduction you must provide evidence that the applicant has moved to receive care due to one of the above reasons. This evidence may include (but is not limited to):

- Proof that the carer where the applicant is now residing is in receipt of Carers Allowance for the applicant,
- Evidence that the applicant is in receipt of the Care Component of Disability Living Allowance,
- A signed declaration from the applicants medical practitioner, confirming that the applicant requires care which can better be provided at their new address

We cannot assess your claim for this discount unless the above evidence has been provided.

The council reviews this exemption periodically during the year to ensure our records are up to date. However, you are legally obliged to tell the Council within twenty-one days of any changes that may affect the reduction (ie someone moves in, or you sell the property).