



Date of Issue:
Reference No:

COUNCIL TAX DISCOUNT – PERSONS IN HOMES

Applicant:

This form should be completed by the person responsible for paying the Council Tax (the liable person), but may be done on that person’s behalf.

Please note:

The person must be receiving care or treatment (or both) in a care home, nursing home, or certain hostels.

The home/hostel must be considered as the sole/main residence of the person.

This form must also be passed to the home concerned for certification (see Section 7).

Section 1. Application Information – the property that the person in a home previously resided in

Full Name(s) of Person(s) Liable:
Property Address:

Section 2. Residents – please list all current adult residents in the property:

Title	Forename(s)	Surname(s)



Section 3. Details of Person in Home

Full name of person in a Home:	
Date of entering home:	/ /
Number of adults remaining at property address:	

Section 4. Contact Details – if no adults remain in the property address, please supply the name and address of a person that we may contact with regard to Council Tax.

Full Name	Contact Address	Telephone Number

Section 5. Details of Care Home

Name and Address of Home:	
Registered Number:	
Telephone Number:	

Section 6. Declaration

I declare the information given above is correct to the best of my knowledge and belief.

Print Name:..... **Signed:**..... **Date:**.....

Please supply a telephone number and/or email address where you can be contacted:

Telephone:
Email:
I would like to receive electronic bills via email <input type="checkbox"/>

Section 7. Home Certification – to be completed by the home concerned

I confirm the person named in Section 3 is resident in the home stated in Section 5 and for the purposes of Council Tax the Home is their sole or main residence.

Name:..... **Signed:**..... **Date:**.....

Organisation:..... **Job Title:**.....

The information on this form is necessary to administer your council tax and fulfil the council's statutory functions, and will not be used for any other purposes.

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We can provide this information in different formats if needed. Please call 01707 357000 and ask for the Council Tax section or email c.tax@welhat.gov.uk