

Council Tax – Application for Discount

How to return this form

You will need to print this form to complete it. Please then either scan it and email it back to revenues@middevon.gov.uk or post it to Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton. EX16 6PP

If only one adult lives in a property, they will get a 25 percent discount on the council tax bill. When working out how many people live in a property, some people are not counted. These are called disregarded people.

Please complete the following information to find out whether you are entitled to claim discount.

Name	
------	--

Property address	
Postcode	

Phone number	
Mobile number	
Email address	

Correspondence address (if different)	
Correspondence Postcode	

Council Tax Account Number	
----------------------------	--

Date moved in	
How many liable people live at the address?	
Total number of residents (aged 18 or over)	

Please select your exemption and then complete the relevant questions on the following pages.

Disregard Category	Please Tick	Page
Apprentices		3
Away giving care		4
Care Workers and Carers		5
Child Benefit recipients		5
Detention		6
Foreign Language Assistant		6
In care home		7
In need of care		7
Severely Mentally Impaired		8
Under 18s		9
Members of visiting forces		9
Patients in Hospital / care		10
School / College Leavers		10
Student Nurses		11
Youth Training Trainees		12

You only need to return the relevant pages.

Apprentices

You may qualify for a discount because a resident of your household is employed as an apprentice.

To qualify, the person must be :

- Employed for the purpose of learning a trade, business, profession, office, employment or vocation;
- Undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications;
- Employed at a salary and/or in receipt of an allowance, which in total is, substantially less than he/she would receive if they were qualified; and is no more than £195.00 per week.

What is the full name of the apprentice?	
What qualification/accreditation is to be gained?	
What date did/will the training commence?	
What date is the training expected to cease?	
Name of the employer:	
Address of the employer:	
How much does the apprentice earn (net) each week?	

Please supply the following evidence to us in support of your application:

1. The contract of employment
2. A recent payslip
3. A letter from the employer confirming their place on the training course

Away giving care

If you are a care worker or home carer we can still give a discount, because the law allows us to not include you in the number of people living there.

Is the property unoccupied?	Yes/No
What is the name of the person receiving care?	
What is the reason the care is provided?	
From what date was the care given?	
What is the address from where the care is provided?	
What is the usual address of the person giving care?	
What are the future intentions of the property?	

Care Workers and Carers

Applying for discount as a Care Worker or Carer you must:

- Provide support or care to another person at the same address.
- You are employed to provide support or care to that person, and were introduced to him or her, by a Charity or local authority.
- You are earning no more than £44 per week.
- You are working at least 24 hours a week.
- You are resident where care is given or in premises which have been provide for the better performance of the work.

What is the full name of the person(s) providing care?	
Is the care provided through the following:	The Crown A Charity Local Council Private/Family Arrangement
On average, how many hours a week is the care provided for?	
What is the full name of the person receiving the care?	
What is the date of birth of the person receiving care?	
Is the recipient:	The child of the carer The husband/wife of the carer A relative Other (please specify)
Are they in receipt of any of the following benefits:	Any Rate of Attendance Allowance Middle or Higher Rate of DLA Care Constant Attendance Allowance Disablement pension

Child Benefit recipients

You may be entitled to a discount if you receive child benefit. Any of the following can apply:

- Your child is under 16.
- Your child is over 16 and in education or training that qualified for Child Benefit.
- Your child is 16 or 17, has left education or training that qualifies for Child Benefit and is registered for work, education or training with an approved body.

What is the full name of the person(s) in respect of whom Child Benefit is payable?	
What is the name of the person claiming the Child Benefit?	
What is the date the entitlement ceases?	

Please supply the following evidence to us in support of your application: 1.A copy of the award letter advising of Child Benefit entitlement.

Detention

A person can be disregarded if he or she is a prisoner in detention. If the number of adult occupants who are not disregarded is either one or none, a discount can apply. Detention for non-payment of fines or council tax is not a valid reason for claiming this reduction.

Is the property unoccupied?	Yes/No
Full name of detainee	
What is the reason for the detention?	
What date did the detention begin?	
What is the expected release date?	
What is the address of the place where the person is detained?	
What is their prison/detainee reference number?	
Is the person in prison for non-payment of council tax?	Yes/No

Foreign Language Assistant

A person may be disregarded for the purpose of Council Tax discounts if they are a Foreign Language Assistant registered with the Central Bureau for Educational Visits and Exchanges and appointed at a school or other educational institution in Great Britain.

What is the full name of the Foreign Language Assistant?	
Are they registered with the British Council?	Yes/No
What is the name and address of the Educational Establishment where they are employed?	
What date did the employment start?	
What date is the employment expected to cease?	

In care home

A person must have their 'sole or main residence' in a nursing or residential care home. That is, the stay in the home must not be considered permanent, as they are unable to return to their own home.

The home must be a residential care home, nursing home, or mental nursing home that is registered under the Registered Homes Act 1984, or a bail or probation hostel that is providing care because of old age, disablement, past or present alcohol or drug dependency, or past or present mental disorder.

Is the property unoccupied?	Yes/No
Is the property furnished?	Yes/No
Is the property owned or rented?	Rented/Owned
What was the date the residency in the care home began?	
Name & Address of the care home:	
Does the person intend to return home?	Yes/No
What are the intentions with the property?	
Is the residency permanent?	Yes/No

In need of care

The person must be receiving care due to old age, disablement, illness, past or present mental disorder.

Is the property unoccupied?	Yes/No
What is the name of the person receiving care?	
What is the reason the care is provided?	
From what date was the care given?	
Who provides the care?	
What is the address from where the care is provided?	
What are the future intentions for the property?	

Occupied by Severely Mentally Impaired

Severely Mentally Impaired (SMI) persons cannot be liable if they reside with a non-SMI person. If a husband and a wife live together and one of them is Severely Mentally Impaired then the non-SMI will be the sole liable person.

What are the names of all the residents?	
What is the name of the resident that qualifies?	
What is the date of birth of the resident that qualifies?	
Are they entitled to one of the following?	Incapacity Benefit Attendance Allowance Severe Disablement Allowance Middle or Higher Rate Disability Living Allowance Disablement Pension Income Support with Disability Premium Unemployability Support Disability Living Allowance
What is the date from when allowance was granted?	
What is the name of your (the applicant's) GP?	
What is the address of your (the applicant's) GP?	

A copy of the award letter is required as proof, as well as a statement from their medical practitioner, confirming that the qualifying individual, in their professional opinion, is severely mentally impaired.

Occupied by under 18s

People under the age of 18 do not affect the amount of Council Tax that is payable and cannot be held liable for payment of Council Tax.

How many of the occupants are over 16 but under 18?	
---	--

Please provide their details below. Continue on a separate sheet if necessary

Person One

Full name	
Date of birth	

Person Two

Full name	
Date of birth	

Occupied by visiting force

Members of visiting forces, from a country to which the Visiting Forces Act 1952 applies, are not counted as residents for Council Tax purposes.

Is the applicant:	Active Service Civilian Component
What is their rank?	
What is their grade?	
What is their squadron?	
What is their APO?	
What is their box?	
What is their Base?	
What is their DEROS?	

Patients in Hospital / care

People who remain in a hospital (NHS hospital or Armed Forces medical centres) as their main home will not be counted for Council Tax purposes. If you are in hospital for a short time and have a home elsewhere you will continue to be responsible for the council tax for your home.

What is the full name of the applicant(s)?	
What is the full name & address of the Hospital/Care Home?	
Is the resident permanent?	Yes/No
What date did the residence begin?	

School / College Leavers

If you or the other member of your household is a student under the age of 20, and have left school or college after 30th April, a 25 percent discount will be given until 1st November, as long as the college course is not work related.

What is the full name of the school/college leaver(s)?	
What is their date of birth?	
What is the name & address of the educational establishment where they were studying?	
Please give details of the course(s) studied:	
What is the date the courses ended?	
Is the school/college leaver intending to go onto: If this has already happened, please supply details including dates.	Further education Employment Other (please specify)

Student Nurses

If you are a student nurse on a Project 2000 course or a nurse who is studying to become a midwife or health visitor you will be treated as a full time student.

You are not counted if you are a student nurse on any other type of course leading to an appropriate qualification under the Nurses, Midwives and Health Visitors Act 1979. This means that the person paying the Council Tax may be entitled to a discount.

What is the full name of the student nurse(s)?	
Please give the name and details of the course undertaken:	
What is the course start date?	
What is the course end date?	
What is the name & address of the educational establishment where they were studying?	
What is the qualification to be gained upon course completion?	

Please supply the following evidence to us in support of your application: 1.A student certificate or letter from the establishment confirming that the applicant is a registered student nurse.

Youth training trainees

We can disregard a person for Council Tax discount purposes if they are carrying out training according to an individual training plan under the Employment and Training Act 1973 and are under 25 years of age.

People on Employment Training Schemes are not classed as being youth training trainees.

What is the full name of the person undergoing training?	
What is their date of birth?	
What is the name & address of the establishment where training is provided?	
Please give the name and details of the training course:	
What is the start date of the training?	
What is the date the training is expected to cease?	

Please supply the following evidence: 1.A letter from the establishment confirming that the training is being provided under the Employment and Training Act 1973 and is an approved training scheme under section 28 of the Social Security Contributions Act 1992.