



Revenues Service
P.O. Box 60
Leeds LS2 8JR

Acct Ref No:

Council Tax - Application for Home /Hospital /Hostel Resident Discount or Exemption

If a person who normally lives at an address is now living in a residential care home, hospital or certain type of hostel, and is not intending to return home, we may be able to grant a Council Tax discount. If nobody else lives at the address, we may even be able to grant an exemption, so there will be no Council Tax to pay at all.

To claim the discount or exemption, please fill in the back of this form and send it back to us.

Please make sure you send us all the information we have asked for. We will not be able to give any discount or exemption until we have received everything we need.

If you have any questions about the form, please contact us.

Application for Home /Hospital /Hostel Resident Discount or Exemption

1 Please give the address you are claiming the discount or exemption for.

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2 Please list all the people who usually live at the above address who are 18 or over.

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3 Which of the above people is the person who is living in a care home/hospital/hostel?

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4 Please give the name & address of the care home/hospital/hostel where the person is living.

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5 What date did the person first go to the above address?

6 Does the person intend to return to his/her home address? Yes / No / Don't know*

*If you do not know whether the person will return home, we will send you another form in a month's time to see whether a decision has been made by then.

7 Does the person hold a current tenancy agreement for his/her home address? Yes / No
If yes, please give the date this is due to end

8 Is the person the owner of his/her home address? Yes / No
If no, please give the name and address of the person who is the owner.

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9 Declaration - the person who has filled in this form must sign this declaration.

The information I have given on this form is true and complete.

Signature:.....Date:.....

Please give your daytime phone number in case we need to speak to you about this form.

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If the person named on the bill is the one who is in the home/hospital/hostel, please give the name and address of the person we should write to about the Council Tax in future.

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In line with Data Protection law, we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council services or public organisations if they need it in order to carry out their legal duties.