

Council Tax Discount Application Form



Property Reference Number:

Account Number:

If you require any help in completing this form, please visit your Local Council Office (locations are given at the back of this form) where our staff will give you confidential assistance. Alternatively please telephone Customer Services on 0300 100 1800.

If you are applying for a discount which requires a completed doctor's certificate, this can be downloaded online, by calling 0300 100 1800 or contacting your local council office.

Introduction

The basic level of Council Tax for a property assumes two adult residents. Certain people are not included (i.e. they are disregarded) when counting the number of adult residents. If there are two or more adults resident in the property and none of them qualify to be disregarded, no discount can normally be allowed. A discount of 25% may be granted when there is only one adult resident, or only one who is not disregarded. If all the residents are disregarded, a 50% discount can be awarded.

Where there are no residents a 10% discount is generally allowed for a limited period. A 50% discount can be allowed on some properties where certain conditions are met. The conditions under which a discount may be granted are set out in full in the notes at the end of this form.

To claim a discount please complete this form **USING BLOCK CAPITALS** and return it without delay to the address shown overleaf.

About the property

1. What is the address of the property in respect of which a discount is claimed?

2. Who owns the property?

3. Who is the tenant (if any)?

4. Does anybody live in the property?

(enter Yes or No)

5. Is the property furnished?

(enter Yes or No)

6. Is the property a purpose built holiday home?

(enter Yes or No)

7. Are you required to live in the property as a condition of your/your partner's job ("tied" accommodation)?

(enter Yes or No)

a) If Yes give the address of your sole or main residence.

b) And reason(s) why you live in the "tied" accommodation.

c) Is the "tied" accommodation provided by your/your partner's employer? (enter Yes or No)

8. Are you/your partner a member of the Armed Forces and the property must be occupied as a condition of service ("tied accommodation")? (enter Yes or No)

9. Do you live away from the property as a requirement of your/your partner's job ("tied" accommodation)? (enter Yes or No)

(a) If Yes give the address of the "tied" accommodation

(b) And reason(s) why you live in the "tied" accommodation.

Is the "tied" accommodation provided by your/your partner's employer? (enter Yes or No)

About the residents

Please enter the names of **ALL** the residents aged 17 or over in the property (**including yourself**). Paragraph 5 of the notes later in this form details the circumstances in which people may be disregarded for discount purposes. If you think any of the residents (including yourself) in your property should be disregarded please indicate the reason opposite their name. If there are no residents in the property please write "NO RESIDENTS" in the box below.

Name	Reason for Disregard (if appropriate)	Date of Birth (if aged 17)

Paragraph 5 of the notes later in this form details information/supporting documentation which should be submitted in support of each disregard claimed. Please enclose the appropriate letters, certificates, etc. with this form. If you require a certificate for a doctor/medical practitioner to complete, please call 0300 100 1800 or contact your local council office.

If you are the only adult resident over 18 in the property please tick and state the date on which you became the only resident

Declaration

I declare that to the best of my knowledge the information given is true and complete. I authorise Scottish Borders Council to undertake such enquiries it considers appropriate to verify this claim. I undertake to advise the Council of any change of circumstances which may affect eligibility for discount including the arrival of new residents and whether any existing resident moves from the property or their status as outlined above changes. I understand that Scottish Borders Council is registered under the Data Protection Act. The Council is under an obligation to properly manage public funds. Accordingly, information I provide to the Council, and held in the Council's computer systems, will be used to prevent and detect error and fraud, and may also be shared for the same purpose with public bodies or other organisations which handle public funds.

I claim a Council Tax discount.

Your Signature Date

Name Tel. No.

Address For Correspondence

Capacity (e.g. Owner; Tenant; Sub-Tenant; Agent):

When completed, this form should be returned to
**Scottish Borders Council,
Customer Services,
Newtown St. Boswells,
Melrose,
TD6 0SA.**

for Office Use	
ACT BY	
DATE	

LOCAL COUNCIL OFFICES

You can find out the opening times from our website at www.scotborders.gov.uk/contactcentres or by calling 0300 100 1800 and following the appropriate instruction. They are also displayed at each office.

COLDSTREAM, High Street,
DUNS, Newtown Street
EYEMOUTH, High School, Coldingham Road
GALASHIELS, Paton Street
HAWICK, High Street
SELKIRK, High Street

INNERLEITHEN, Buccleuch Street
JEDBURGH, Castlegate
KELSO, Bowmont Street
NEWTOWN ST. BOSWELLS, Council HQ
PEEBLES, High Street

Circumstances in which a Council Tax Discount may be granted

1. The basic level of Council Tax for a property assumes two adult residents. Certain people are not included (i.e. they are disregarded) when counting the number of adult residents. If there are two or more adults resident in the property and none of them qualify to be disregarded, no discount can normally be allowed.

Please note that a person who would normally be resident but due to employment or other circumstances spends much time away from home will still be deemed as resident for Council Tax purposes.

2. A 10% discount may be granted if

- (a) the property is unoccupied but furnished, **or**
- (b) the property is no-one's sole or main residence, **or**

These discounts **do not** apply to any Water/Waste Water charges that may be included in your Council Tax bill.

3. A 25% discount may be granted if

- (a) there is only one adult resident in the property and he/she does not qualify to be disregarded, **or**
- (b) there are two (or more) adults resident in the property and all of them except one qualifies to be disregarded

4. A 50% discount may be granted if

- (a) all of the residents qualify to be disregarded (see section 5 below), **or**
- (b) the property is unoccupied and unfurnished – (only for a period of up to 6 months after the end date of a full exemption awarded on the same grounds- then 100% long term empty levy is applied), **or**
- (c) the property is unoccupied and the owner/tenant has their sole or main residence in another property due to their job, **or**
- (d) the property is provided by an employer and must be occupied as a condition of the owner/tenant's job and they have their sole or main residence in another property they own or tenant, **or**
- (e) the property is no-one's sole or main residence and is a purpose built holiday home, **or**
- (f) the property is unoccupied and unfurnished, is undergoing or requires major repair works/structural alterations to make it habitable, and has recently been purchased (discount can be awarded for up to 6 months from the date of purchase)

In (b) –(f) above, the discounts **do not** apply to any Water/Waste Water charges that may be included in you Council Tax bill.

5. The following people qualify to be disregarded when counting the number of adult residents:-

Reason for Disregard

Supporting Information/documentation required

- (i) The person is in prison (or other detention by Court Order)

- Letter from a solicitor, the courts or the prison confirming
- (a) the date of committal
 - (b) length of sentence
 - (c) nature of offence

- (ii) The person is severely mentally impaired **and**
Either
is in receipt of one of the Benefits stated opposite
Or
is the partner of someone in receipt of JSA which includes a premium for incapacity for work

- Certificate from doctor (available by calling 0300 100 1800)
And
Photocopy (or other confirmation) of the award of one of the following Benefits:-
- (a) incapacity benefit
 - (b) employment and support allowance
 - (c) attendance allowance
 - (d) severe disablement allowance
 - (e) the care component of a disability living allowance ("higher" or "middle" rate)
 - (f) daily living component of personal independence payment
 - (g) increased disablement pension due to constant attendance need
 - (h) a disabled person's tax credit
 - (i) unemployment supplement/allowance
 - (j) constant attendance allowance

- (k) income support or Pension Credit which includes a disability premium
 - (l) **partner's** JSA which includes incapacity premium.
- (iii) The person is aged over 18 and child benefit is payable in respect of them. Photocopy (or other confirmation) of award of child benefit.
- (iv) The person is a student/student nurse Certificate from the educational establishment confirming their student status.
- (v) The person is an apprentice Letter from their employer confirming
 - (a) period of apprenticeship
 - (b) the qualification being undertaken
 - (c) the person's wage/salary
 - (d) the wage/salary payable on qualification
- (vi) The person is on a Youth Training Scheme Certificate or letter from training provider confirming the undertaking of training under arrangements that constitute an approved training scheme as defined in section 28 (6) I or the Social Security contributions and Benefits Act 1992.
- (vii) Long-term patients in hospital **or** residential care homes **or** nursing homes **or** hostels. Letter from a doctor confirming that the person is unlikely to return home . The letter should also confirm the date the person entered the hospital or home and give an indication of the person's illness.
- (viii) The person is a "care worker".
A "care worker" is someone who provides care or support (on average for at least 35hrs per week) but cannot include one of a couple living together as husband or wife who is giving care to their partner. It also does not include a parent providing care to a child under 18. Letter confirming
 - (a) the name of the person being cared for
 - (b) no. of hours care is provided
 - (c) salary received (if any)
 - (d) the address at which care is being given
 - (e) the relationship between the person giving and receiving care (if any)
 - (f) the nature of any State Benefits received by the person being cared for
- (ix) The person has no income or capital of his own and is a member of a religious community whose principal occupation is prayer **and/or** contemplation **and/or** education **and/or** relief of suffering, and the person is dependent on that community for his material needs. Letter from the religious community confirming the conditions detailed opposite apply.
- (x) The person is aged over 18 but under 20 and on 30 April previously was a student undertaking a qualifying course of education (**including** attending school). Disregard can be allowed for the period 1st May to 31st October. Letter confirming
 - (a) school/college attended
 - (b) course undertaken
 - (c) date of leaving school/college
- (xi) The spouse or dependent of a student who are not British citizens **and** are prevented from working or claiming benefits in the U.K.
- (xii) Person who is in military detention (this must be for a period of more than 48 hours and does not relate to custody under open arrest). Letter confirming the person is being detained under
 - (a) The Army Act 1955 (9) OR
 - (b) The Air Force Act 1955(10) OR
 - (c) The Naval Discipline Act 1957 (11) AND details of the period of the detention.