

**COUNCIL TAX DISCOUNT
HOSPITAL RESIDENTS
APPLICATION TO BE DISREGARDED**

You should complete this application form in respect of any persons who you consider should be disregarded , in the assessment of Council Tax Discounts, because his/her sole or main residence is in a hospital Please see Guidance Notes overleaf.

COUNCIL TAX REFERENCE _____

NAME OF TAXPAYER _____

ADDRESS _____

NUMBER OF ADULTS RESIDENT IN PROPERTY _____

PERSONS TO BE DISREGARDED

FULL NAME	NAME AND ADDRESS OF HOSPITAL AND WARD NUMBER	DATE OF ADMISSION

You must notify the Council immediately of any change in circumstances.

Declaration: I declare that the above named person(s) is/are permanently resident in a hospital and that the information given is, to the best of my knowledge, true and accurate

Signed _____ **Date** _____

**Return this form to: Exchequer and Support Services, Revenues Division, Council Offices,
Wellington Road, Ashton-under-Lyne, OL6 6DL**

**PLEASE NOTE THAT A PENALTY MAY BE IMPOSED IF YOU
KNOWINGLY SUPPLY INFORMATION WHICH IS FALSE**

HOSPITAL RESIDENTS

The full council tax bill assumes that there are 2 adults residing in a dwelling. However, for council tax purposes certain people will not be counted when looking at the number of adults.

The effect of disregarding certain adults may be to reduce the council tax bill by 25% or 50%.

EXAMPLE	4 adults residing in a property	
(i)	one person in disregarded category	100% charge as there are still more than 2 adults to be counted
(ii)	two persons in disregarded category	100% charge as there are still 2 adults to be counted
(iii)	three persons in disregarded category	75% charge as only one adult is to be counted
(iv)	four persons in disregarded category	50% charge as there are no adults to be counted

Below are answers to some questions about who should be disregarded, under this category, for the purpose of assessing Council Tax discount.

On what grounds is a patient disregarded?

A person is disregarded if he/she has his/her sole or main residence in a hospital and, he/she is receiving care or treatment (or both) in the hospital.

Is there any minimum length of time being a patient in hospital before sole or main residence is changed?

There is no actual length of time laid down but the stay in the hospital must be a state of permanency before a persons sole or main residence can be changed.

How do I apply?

Complete this form. Once it has been assessed you will be notified of our decision.

For how long will the discount be allowed?

For as long as the hospital remains your sole or main residence. If there is any change in circumstances then you must notify us. Failure to do so may result in a penalty being imposed.

Data Protection Act 1984

The information you provide on this form will be used to determine if you are eligible for a discount from your Council Tax, and may be recorded on a computer. Although you are not obliged to give this information, the Council will be unable to assess your eligibility for a discount unless you do so.

If you have any other queries about discount or would like any more information about Council Tax, please contact Exchequer and Support Services or telephone your area helpline shown at the top of your Council Tax Bill.