

If you need any help completing this form please
phone the Council Tax Office on 01507 601111

Please use **BLACK CAPITAL LETTERS**

Account Number:

Property Reference:

Section 1: Residential Care Home Discount

Date the discount applies from:

Are all the occupiers in the home there to receive care? Yes No

If anyone lives in the home but does not receive care please list their names, the date they moved in and what their association is to the care home: *(For example: Owner, Staff Member etc.)*

Checklist: To complete your application, please also provide the following evidence. If you do not supply this information we will be unable to process your application.

Proof of your registration with the Care Quality Commission (CQC)

Section 2: Disabled Relief Reduction

Are any of the residents permanently and substantially disabled? Yes No

If YES, does the property have at least one of the following features? *(PLEASE TICK)*

A room predominantly used by the disabled person.

Please provide a brief note of how the room is mainly used to meet the needs of the disabled person:

A second bathroom or kitchen to meet the needs of the disabled person. *(A second lavatory will not qualify.)*

Space for and use of a wheelchair indoors.

Continued overleaf...

When were the facilities detailed on page 1 first used by the disabled residents?

We may need to visit you to verify your application. Please provide a daytime telephone number and email address so that an appointment can be arranged.

Telephone no: Email:

Section 3: Declaration

I declare that the information given is correct to the best of my knowledge.

Signed: Date:

Full name:

Position in organisation:

Telephone no: Email:

If after you have returned this form, there are any changes to your circumstances, please inform the Council Tax Team within 21 days. Not declaring a relevant change could result in you getting a financial penalty.

If you are not sure if a change in circumstances affects your Council Tax, please ring the Council Tax Office on 01507 601111 to check.

WARNING: If you deliberately provide false information or fail to give prompt notification of a change of circumstances, you could be prosecuted or receive a financial penalty under Schedule 3 of the Local Government Finance Act 1992 or the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.

Privacy Information

Your Council Tax information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, East Lindsey District Council. We require this information from you to allow us to fulfil our statutory duty for Council Tax collection, as defined in the Local Government Finance Act (1992), and our legal basis for processing your data is to fulfil this legal obligation. We may also share this information with departments within the council or other public bodies responsible for gathering statistical information, auditing or administering public funds, and with other suppliers we commission to support us with our duties. Please refer to our website www.e-lindsey.gov.uk/privacy for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Officers), and an explanation of our plans to retain your information.



FOR OFFICIAL USE ONLY

Date visited: Visiting officer name:

Feature confirmed: Disabled person present:

Sole/Main residence: Permanently/Substantially disabled:

Additional notes: