

## EXPLANATORY NOTES

Class J- Property left empty by a person providing personal care

### Who can apply?

The person liable to pay the council tax can apply.

### When will a discount be awarded?

This exemption applies where the owner or tenant has left a property unoccupied, having changed their place of residence in order to provide personal care for someone else.

The person in receipt of the care must be in need of this care due to;

- old age,
- disablement,
- illness,
- past or present alcohol or drug dependence, or
- past or present mental disorder.

The carer need not be living in the same dwelling as the person who is in need of care but it is essential that the carer is better able to provide the care at their new home rather than from the exempt property.

The person providing the care does not have to fulfil the discount disregard criteria for care workers.

The unoccupied dwelling must previously have been the sole or main residence of the carer who must have been absent for the whole of the relevant period.

In order to apply for this exemption download the attached form, complete & return.

### Evidence Required

In order for this exemption to be assessed, evidence will be required such as a Doctors letter, to show the reason why the person who you are providing care to, requires you to look after them. The letter should show the patients name and address and your full name.

### What happens next?

Once we receive your application with the supporting evidence we will assess it and if you are successful we will issue a reduced Council Tax bill.

### Appeals

If the Council decides not to award a discount you can appeal in the first instance to the Council Tax office within 28 days of notice of the decision stating your reasons. However you may not appeal against the amount of the discount.

**PLEASE NOTE:**

Making an application for a discount is not grounds for non-payment of Council Tax.  
Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

## Class J - Property left empty by a person providing personal care

Please read the supplementary notes before completing this form as you may need to provide supporting evidence/information that is not readily available.

Please note:-

Making an application for a discount or exemption is not grounds for non payment of Council Tax. Payment must be made in accordance with the bill already issued until you have received confirmation that the request has been granted.

Name of person providing care:
Address of property being left unoccupied:
Date vacated the unoccupied address:
Council Tax account reference number:
Address of where carer is now resident:
Full name of person in receipt of care:
Their home address:
Name and address of where care is being provided

Please state why personal care is required:	
Old Age.....	Yes No
Disablement.....	Yes No
Illness.....	Yes No
Alcohol/drug dependence....	Yes No
Mental Disorder.....	Yes No
Signed:	
dated:	
Print name:	
Contact telephone number:	
Email address:	

## Declaration

### Please read carefully before you sign.

I/we understand the information contained on this form is correct and complete and I/we agree to notify the Council Tax section immediately should there be a change in circumstances that may affect the discount.

I/we understand that anyone who provides false information or fails to notify a change of circumstances for the purpose of obtaining / retaining a Council Tax reduction discount is committing an offence and may be liable to prosecution.

The Royal Borough of Greenwich has a duty to protect the public funds it administers and may use the information you have provided on this form within this authority for the prevention and detection of fraud. We may also share this information with other bodies administering public funds which may include other councils and government departments.

I/We have read, understood and agree to comply with the declaration above.

Your signature

Date

Daytime telephone number

Email address

Please return this application form, with any supporting documents that may have been requested to;

Royal Borough of Greenwich  
Revenues & Benefits Service  
Director of Finance  
The Woolwich Centre  
35 Wellington Street  
London SE18 6HQ