

# Paid Care Worker: Council Tax discount application form

You may get for a discount as a paid carer who provides care and support to another person.

## Proof you need to send with this application form

We need a copy of your:

- employment contract or a payslip dated within the last 3 months
- care worker certificate

**Warning: You must pay Council Tax while you wait for us to decide if you're eligible for a discount. If you do not pay, we'll start the Council Tax recovery process.**

## 1. About your eligibility for this discount

As a paid carer, I:

- ☐ earn no more than £44 per week
- ☐ am employed to support or care for someone and have been introduced to them by a charity, local authority or the Crown
- ☐ live in a property provided by the charity, local authority or the person I care for
- ☐ work for at least 24-hours a week

## 2. About the Council Tax payer

Council Tax account number This is 8-digits. You can find it at the top of your Council Tax bill.	Date the discount or exemption should start
	DD/MM/YYYY
Full name of the Council Tax payer	Full address of the property you're applying for

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### 3. About the person who is receiving care

Full name	Date of birth
	DD/MM/YYYY
Is this person the partner of the paid carer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the paid carer provide care for an average of 24 hours per week?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the person receiving care a child (under 18) of the paid carer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 4. About the person who is providing paid care

Full name	Date of birth
	DD/MM/YYYY
Address where the person receiving care lives	Address where the person providing paid care lives (if different)
What is the relationship between the paid carer and the person receiving care?	When did the paid carer start providing care to the person receiving care?
	DD/MM/YYYY

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## 5. About the household

We need details of everyone living in the household.

Number of people living in the property (including the paid carer)			
Tell us the names of everyone who lives in the property. Include anyone who's temporarily not there, for example, because they're working away, on holiday or in hospital. Use a separate sheet if needed.			
Full name	Date of birth	Date moved in	Relationship to the Council Tax payer
1)	DD/MM/YYY	DD/MM/YYYY	
2)	DD/MM/YYY	DD/MM/YYYY	
3)	DD/MM/YYY	DD/MM/YYYY	

## 6. Proof required

I have included a copy of my care worker certificate	<input type="checkbox"/> Yes
I have included a copy of my employment contract <b>OR</b>	<input type="checkbox"/> Yes
I have included a copy of my payslip dated within the last 3 months	<input type="checkbox"/> Yes

## 7. Declaration

You must read and agree to the terms and conditions of this discount or exemption.

By applying, you confirm that:

- the information you've given on this form is correct and complete
- you agree to tell us straight away about any change in your circumstances that may affect your entitlement
- you acknowledge that providing false information or failing to tell us about a change in your circumstances for the purpose of claiming or retaining a Council Tax reduction or discount is an offence that could result in the Royal Borough of Greenwich issuing court proceedings against you
- you understand that we have a duty to protect the public funds we administer. We may use the information you've provided on this form within this authority for the prevention and detection of fraud. We may also share this information with

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other bodies administering public funds which may include other councils and government departments

☐ I confirm I have read, understood and agree to comply with the declaration above.

Full name (use capital letters)	Signature	
Daytime phone number	Email address	Date
		DD/MM/YYYY

Send every page of this form, with your proof, to us by email or post to:

Email: [counciltax@royalgreenwich.gov.uk](mailto:counciltax@royalgreenwich.gov.uk)

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

## What happens next

It can take up to 21 days for us to process your application and decide if you're eligible.

We may ask you for more proof. If you're eligible, we'll send you an updated bill.

You must tell us within 21 days about any change in your circumstances that may affect your entitlement to a discount or exemption. If you do not tell us, you could get a £70 fixed penalty.

## Appeal a decision

If you're not happy with our decision you can appeal to us in writing within 28 days. Find out how to appeal, at: [royalgreenwich.gov.uk/appeal-council-tax](http://royalgreenwich.gov.uk/appeal-council-tax)