

# Unpaid carer: Council Tax discount application form

You may get a discount if you care for someone and you do not get paid to do it.

## Proof you need to send with this application form

We need a copy of benefit statements or award letters showing what benefits the person you care for gets.

**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

I or the person who I care for gets the following benefits (select all that apply):

Benefits	Date you first received this
<input type="checkbox"/> any rate of Attendance Allowance	DD/MM/YYYY
<input type="checkbox"/> an increase in Constant Attendance Allowance	DD/MM/YYYY
<input type="checkbox"/> higher or middle-rate care component of Disability Living Allowance	DD/MM/YYYY
<input type="checkbox"/> an increase in their disablement pension	DD/MM/YYYY
<input type="checkbox"/> any rate of the daily living activity component of Personal Independence Payment (PIP)	DD/MM/YYYY

## 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 being cared for

Full name	Date of birth	
	DD/MM/YYYY	
Is this person you care for your partner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you provide care for an average of 35 hours per week?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you provide care for your child aged under 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Full name	Date of birth
	DD/MM/YYYY
Address where the person receiving care lives	Carer's address (if different)
What is the relationship between you and the person you care for?	When did you start providing care for this person?
	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 person receiving care)			
Full name	Date of birth	Date moved in	Relationship to the Council Tax payer
1)	DD/MM/YYYY	DD/MM/YYYY	
2)	DD/MM/YYYY	DD/MM/YYYY	
3)	DD/MM/YYYY	DD/MM/YYYY	

## 6. Proof required

I have included a copy of all pages of the relevant benefit statements or award letters - these should be from the earliest date possible	<input type="checkbox"/> Yes
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## 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 other bodies administering public funds which may include other councils and government departments

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☐ 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)