

**FINANCE & RESOURCES
SERVICE**

**APPLICATION FOR COUNCIL TAX
DISCOUNT
PATIENT IN HOSPITAL /
RESIDENTIAL HOME**

REF NO:

DATE OF ISSUE:

Name:
Address:

For the property

You may qualify for a discount/exemption on your Council Tax bill because you or a member of your household is resident in a residential home or has been hospitalised on a permanent basis.

This form should be completed and returned to the Benefits and Council Tax Team, PO Box 18015, Glenrothes, KY7 5YJ. If you have any difficulty filling in this form write to this address or telephone 03451 55 11 55 or contact us online at www.fifedirect.org.uk/contactrevenues.

PART 1: I WISH TO APPLY FOR A DISCOUNT FROM MY COUNCIL TAX BECAUSE:-

Name: Date of Birth:
(Optional)

Is in Ward: Of

PART 2: TO BE COMPLETED BY A HOSPITAL / RESIDENTIAL HOME

I confirm that the above names was admitted to this establishment on:

Date:

ESTABLISHMENT STAMP

Are they permanently in Hospital / Residential Home?

Yes No

If not the expected discharge date is:

Signed by:

Date:

Position:

PART 3: TO BE COMPLETED BY THE PERSON LIABLE TO PAY COUNCIL TAX

In order to calculate the correct amount of discount/exemption that may apply please indicate the number of adults resident in the household.

No.of persons aged 18 years or over
(including patient)

Please supply your telephone number
in case we need to contact you.

Email Address

PART 4: DECLARATION - To be signed by the person liable to pay Council Tax

If you deliberately give false information you may have to pay a fine of £50 followed by a fine of £200 for further offences.

I declare to the best of my knowledge the information on this form is true. I will inform the Benefits and Council Tax Team of any changes in circumstances which may affect my Council Tax.

Your Signature:

Date:

Note: Information gathered on this form will be held by Fife Council on electronic computer records to manage your entitlement. Fife Council has a duty to protect the funds it administers and for this purpose may use the information you have provided on this form to assist in the prevention and detection of fraud.
All collection, use and storage of personal information will be in accordance with the Data Protection Act 1998 Legislation 2018. Telephone calls may be recorded for training purposes and the protection of public funds.
Data matching involves comparing computer records held by Fife Council against other computer records held by the Council or other body. This is usually personal information. Fife Council may share the information that you have provided on this form with other bodies for the purpose of prevention and detection of fraud.
Further information on how your data is used and why is available on the website www.fifedirect.org.uk/privacy/revs_bens.
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