

# 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

- Earn no more than £44.00 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 at least 24 hours a week

## 2. About the Council Tax Payer

Council Tax Account Number (This is a nine-digit number located at the top of your Council Tax bill): \_\_\_\_\_

Date the discount or exemption should start: \_\_\_\_\_

Full name of Council Tax payer:

\_\_\_\_\_

Full address of the property you are applying for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Full name: \_\_\_\_\_

Is this person the partner of the paid carer?  Yes  No

Does the paid carer provide care for an average of 24 hours per week?  Yes  No

Is the person receiving care a child (under 18) of the paid carer?  Yes  No

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

Full name: \_\_\_\_\_

Date of birth (DD/MM/YYYY): \_\_\_\_\_

Address where person receiving care lives:

\_\_\_\_\_

Address where person providing paid care lives (if different)

\_\_\_\_\_

What is the relationship between the paid carer and the person receiving care? \_\_\_\_\_

What date did the paid carer start providing care to the person receiving care? \_\_\_\_\_

**5. About the household**

Number of people living in the property over the age of 18 (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: \_\_\_\_\_

Relationship to the Council Tax payer: \_\_\_\_\_

Date moved in: \_\_\_\_\_

\_\_\_\_\_

Full name: \_\_\_\_\_

Relationship to the Council Tax payer: \_\_\_\_\_

Date moved in: \_\_\_\_\_

\_\_\_\_\_

Full name: \_\_\_\_\_

Relationship to the Council Tax payer: \_\_\_\_\_

Date moved in: \_\_\_\_\_

## 6. Proof required

- Yes, I have included a copy of my care worker certificate
- Yes, I have included a copy of my employment contract **OR**
- Yes, I have included a copy of my payslip dated within the last 3 months

## 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 advise us within 21 days 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 Tunbridge Wells Borough Council 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

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

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

Council Tax, Maidstone House, King Street, Maidstone, Kent, ME15 6JQ

### **What happens next**

It can take up to 28 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 to the email or address above.