

COUNCIL TAX DISCOUNT

Income and Awards
PO Box 1761
Solihull
West Midlands B91 9RR

Help line number: 0121 704 8100
Email: council.tax@solihull.gov.uk



Your name and address (including postcode):

Council Tax Account no:

Date:

APPLICATION FOR A COUNCIL TAX DISCOUNT

Please complete this form in CAPITAL LETTERS and black ink

WHAT ARE DISCOUNTS?

The Council Tax is based on two adults (people aged 18 or over) living in your home. If only one adult lives in the property, you can apply for a discount of 25% (one quarter). In some cases, even if there are two or more adults living in a property, we may give a discount of up to 50% (one half) or an exemption (which means you do not have to pay Council Tax). This is because we do not count certain people when we decide how many adults live in the property.

If two adults live in a property and we do not count one, you can apply for a 25% discount. If we do not count all the adults, you can apply for a discount of 50%, or an exemption. When someone is not counted, this means that they are 'disregarded' for Council Tax discount purposes.

Please state the number of persons, aged 18 or over, who reside at the above property:

You may complete this form on behalf of yourself or someone else, if the person who the application is for is physically or mentally unable to do so.

If you are completing this form on behalf of someone else, please supply their full name:

Please read carefully the "Notes for Guidance" before completing this form.

You only need to complete the section relevant to the discount which you are applying for and the declaration.

DISCOUNT CATEGORIES – NOTES FOR GUIDANCE

Please read these notes before completing the enclosed form.

You can only complete this form on someone else's behalf if you are their carer or have power of attorney for them. Alternatively if the person is physically or mentally unable to complete the form.

PERSONS DETAINED (COMPLETE SECTION 1)

Individuals detained in prison or in custody will qualify for Council Tax discount. However, no discount will be given to those who are imprisoned for non-payment of a fine or Council Tax, or to those released on parole or license.

LONG TERM NHS HOSPITAL PATIENTS, NURSING HOME OR RESIDENTIAL CARE HOME RESIDENTS (COMPLETE SECTION 2)

Hospital patients will qualify for a Council Tax discount if the hospital has become their only or main residence (short term residence in a hospital will not qualify an individual for a discount). Also qualifying for this category will be those who are residents of a hostel, nursing home or a residential care home, for whom the "home/hostel" has become their only or main residence.

STUDENTS (COMPLETE SECTION 3)

Category A

Students, including student nurses and Foreign Language Assistants, who are enrolled at a University, Polytechnic or College and are undertaking a full-time course of education will qualify for a Council Tax discount. Students must be required to undertake the course for at least 24 weeks in the year and study 21 hours per week on average when in attendance. This includes students undertaking classroom based teacher training courses.

Category B

Also qualifying for a discount will be individuals under 20 years of age who are following a course which takes place between 8.00a.m. to 5.30p.m. and exceeds 12 hours per week. The course should last for at least 3 months and upon its successful completion will lead to qualifications up to 'A' level, ONC or OND standard. Courses taken in connection with a person's job, correspondence courses or evening classes are not qualifying courses.

If you are claiming for a Category B Student, sections 3, 5 and 6 may all apply.

PARTNERS OR CIVIL PARTNERS OF STUDENTS WHO ARE ALSO NOT BRITISH CITIZENS (COMPLETE SECTION 4)

Spouses or dependants of students who are also not British citizens who are prevented by the terms of their leave to enter or remain in the United Kingdom, from taking paid employment or claiming benefits will qualify for a Council Tax discount.

PERSONS IN RESPECT OF WHOM THERE IS AN ENTITLEMENT TO CHILD BENEFIT (COMPLETE SECTION 5)

Individuals who are at least 18 years of age and another person is entitled to Child Benefit in respect of them will qualify for a Council Tax discount.

18 OR 19 YEAR OLDS WHO CEASED THEIR COURSE BETWEEN 30TH APRIL AND 1ST NOVEMBER IN ANY RELEVANT YEAR (COMPLETE SECTION 6)

Individuals who are under 20 years of age, who were in full-time education (see details on Category A of Students), or undertaking a qualifying course (see details on Category B of Students), which ended after 30th April and before 1st November, in any year, will qualify for a Council Tax discount.

STUDENT NURSES (COMPLETE SECTION 7)

An individual undertaking a course at a College of Nursing and Midwifery or a College of Health, which upon its completion will lead to registration on any parts 1 to 6, 8, of the Nursing Register maintained under Section 10 of the Nurses, Midwives and Health Visitors Act 1979, will qualify for a Council Tax discount. (Please note, to qualify, the study must lead to a first inclusion on the Register. Nurses already on the Register, but taking further courses will not qualify).

APPRENTICES (COMPLETE SECTION 8)

Individuals who are employed for learning a trade/job which upon completion of the training will lead to a qualification accredited by a body recognised by the Office of Qualifications and Examinations Regulations (Ofqual) and for which they receive a salary or allowance of less than £195 gross per week.

YOUTH TRAINING TRAINEES (COMPLETE SECTION 9)

Individuals who are training under the Youth Training Scheme and are under 25 years of age will qualify for a Council Tax discount. Any training undertaken by a person must be funded from the Skills Funding Agency or Young People's Learning Agency. People on Employment Training schemes are not classed as being Youth Training Trainees.

INTERNATIONAL HEADQUARTERS AND DEFENCE ORGANISATIONS (COMPLETE SECTION 10)

Civilian or military members of International Headquarters or an organisation designated under the International Headquarters and Defence Organisations Act 1964, together with their dependants will qualify for a Council Tax discount.

MEMBERS OF RELIGIOUS COMMUNITIES (COMPLETE SECTION 11)

An individual who is dependant on a religious community for their material needs and has no personal income or capital (except for income received from a pension of a previous employer), and whose principle occupation is prayer, contemplation, education, relief of suffering (or any combination of these) will qualify for a Council Tax discount.

SECTION 1 PERSONS DETAINED IN PRISON

Name and Address of prison or place detained:

Date taken into custody:

Anticipated release date:

Prisoner number:

Is the imprisonment due to non-payment of Council Tax or a fine?

YES

NO

SECTION 2 LONG TERM NHS HOSPITAL PATIENTS, HOSTEL OR RESIDENTIAL CARE HOME RESIDENTS

Name and Address of Hospital/Hostel/Home (Please supply ward number or name):

Date entered:

Patient's/Resident's date of birth:

The Hospital/Home Registrar will be asked to certify the length of your stay in the hospital/home

Are you the owner of the property?

YES

NO

SECTION 3 STUDENTS CATEGORY A

Name and full address of College/University:

Name of Student and their term time address:

Course start date:

Course end date:

Are you a Foreign Language assistant?

YES

NO

Please supply your student certificate, which may be obtained from your college or university.

SECTION 3 STUDENTS CATEGORY B

Name and full address of
College/University:

Name of Student and their
term time address:

Course start date:

Course end date:

Hours per week undertaking study:

Date of Birth:

Course Title:

SECTION 4 PARTNERS OR CIVIL PARTNERS OR DEPENDANTS OF STUDENTS WHO ARE ALSO NOT BRITISH CITIZENS

Applicant's full name:

Date residence commenced:

Are you prevented by the terms of your leave
to enter or remain in the United Kingdom?

YES

NO

If "YES" please supply a copy of your entry visa.

SECTION 5 PERSONS IN RESPECT OF WHOM CHILD BENEFIT IS PAYABLE

Please provide the benefit reference or the reference on the most recent Child Benefit
award notice:

Child's name:

Child's date of birth:

Date Child Benefit is due to cease:

SECTION 6 18 OR 19 YEAR OLDS WHO CEASED THEIR COURSE BETWEEN 30TH APRIL AND 1ST NOVEMBER IN ANY RELEVANT YEAR

Name of school/college:	Student's name:	Date of Birth:
	Course start date:	Course end date:
Title of course:		

The school or college will be asked to confirm the above details.

SECTION 7 STUDENT NURSES

Name of school/college:	Name of Student and their term time address:	Course start date:
		Course end date:
Will this be your first inclusion on the Nursing Register?	YES	NO

Please supply your certificate obtained from your establishment.

SECTION 8 APPRENTICES

Name and address of Employer:	Are you employed for the purpose of learning a trade, business or profession?	
	YES	NO
	State trade/business/profession:	
What qualification will your apprenticeship lead to:		
How much are you paid gross for this work?	Weekly	Monthly

Your employer will be asked to confirm your circumstances as stated above.

SECTION 9 YOUTH TRAINING TRAINEES

Name and address of Employer:

Name and Date of Birth:

Training Start Date:

Training End Date:

SECTION 10 MEMBERS OF INTERNATIONAL HEADQUARTERS AND DEFENCE ORGANISATIONS

Name and Address of Headquarters Or Defence Organisation:

Name and Date of Birth:

Date service to end (if known):

Are you a dependant of a member of an international headquarters or defence organisation (i.e. a child)?

YES

NO

SECTION 11 MEMBERS OF RELIGIOUS COMMUNITIES

Name and Address of Community:

Are you dependent upon the community for your material needs?

YES

NO

Do you have any personal income or capital (exclude any income derived from pension for previous employment)?

YES

NO

Name and Date of Birth:

What date did you enter the community:

It may be necessary to request additional information from you to decide whether or not the discount applies.

SECTION 12 DECLARATION

You must fill in this section (please tick which applies)

I am the applicant named on this form

I am applying for the applicant named on this form

The information and any supporting evidence I have given on this form is true and complete. I will tell you about any change in the person's circumstances within 21 days which may affect this application for discount. If I do not tell you, I understand that I may have to pay a penalty of up to £280.

Your signature:

Date:

Phone number (Please provide your phone number if you prefer to be contacted by phone):

Email address (Please provide your e-mail address if you prefer to be contacted by e-mail):

RETURN COMPLETED FORMS TO:

SOLIHULL MBC, INCOME AND AWARDS PO BOX 1761, SOLIHULL, WEST MIDLANDS, B91 9RR

Or you can visit a Solihull Connect Walk in Centre, information about their opening times and locations can be found at www.solihull.gov.uk/connect

SECTION 13 DATA PROTECTION – FAIR PROCESSING NOTICE

We use the information you provide to work out your Council Tax and to assess entitlement to any reductions, discounts or exemptions applied for.

We may pass this information on to other organisations to confirm details, to protect public funds, prevent and detect fraud and crime or as required by law. We may also share it with other Council services and partner organisations to make sure our records are accurate and to help us identify services you may be entitled to or be interested in (such as free school meals, other benefits, grants and entitlements towards disability, support and care services).

Partner organisations include government departments (such as the Department for Work and Pensions, HM Revenue & Customs and the Home Office), other Councils and private sector organisations such as banks, credit reference agencies and organisations that lend money. For further information please refer to the Council's Privacy Statement on www.solihull.gov.uk or contact systemscontrol@solihull.gov.uk