



COUNCIL TAX APPLICATION FOR DISCOUNT / EXEMPTION (Class E)  
Patients in Care Homes / Hospitals

Please complete and return this form to: Council Tax Section, Herefordshire Council, Plough Lane, Hereford, HR4 0LE. (Telephone: 01432 260360)

Please read the discount / exemption criteria on the reverse of this form before completing the application for a reduction. You must ensure both sections of the form are completed.  
Please note: If you provide false information, you may be liable to prosecution.

**Section 1 to be completed by the Taxpayer or representative:**

Address of property for which reduction / exemption is claimed:  Council tax account number:
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How many residents aged over 18 remain in the property: \_\_\_\_\_

Please provide the names of the residents who remain: \_\_\_\_\_

Name of the person who has gone into a care home / hospital: \_\_\_\_\_

Date reduction claimed from (*date person moved into care*): \_\_\_\_\_

Name and address of care home: \_\_\_\_\_

\_\_\_\_\_

Is the person who has gone into a care home / hospital  
intending to return home to the property? Yes / No

If the property is now unoccupied, who is the owner of the property: \_\_\_\_\_

\_\_\_\_\_

Please provide an address for correspondence and confirm what will be happening to the property in the future:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Declaration

The information given in this application is correct to the best of my knowledge and I authorise Herefordshire Council to verify any information declared.

Signed: \_\_\_\_\_

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

Daytime phone number: \_\_\_\_\_

**Section 2 – To be completed by the Residential Care Home, Nursing Home or Hospital that has become the permanent residence of the applicant.**

I confirm that the person named in Section 1 of this form is a permanent resident of this establishment.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Capacity in which signed: \_\_\_\_\_

Date patient was admitted to home: \_\_\_\_\_

Name and address of Care Home: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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**Guidance Notes**

If two adults live in a property and one leaves to become a permanent resident in a hospital or care home, the Council Tax can be reduced by 25% providing only one non disregarded adult remains at the property.

If the property is left unoccupied because the only resident has gone to live in a hospital or care home, the property may be exempt from Council Tax

The property for which the discount / exemption is claimed must have been the main residence of the patient and they must have been away for this reason since they left the property.

In accordance with Data Protection laws, Herefordshire Council uses information you give us to prevent or detect fraud or other crimes. We may share it with other Council services or public organisations if they need to carry out their legal duties or to prevent fraud.