

## Application for Council Tax Class E Exemption – Property left furnished but unoccupied as a former resident is in a Care Home / Hospital

Property Reference

Council tax Account  
reference

Full name of person in  
care home / hospital

Their home address

Post code:

Name and address of  
care home / hospital

Post code:

Date moved into care home / hospital

Is anyone living at their home address?

Yes

No

If yes, please provide the names of all  
persons aged 18 or over who live there

If no, is the property up for sale?

Yes

No

If the property is up for sale, which Estate  
Agent is being used to sell the property?

What is the name and address of the  
registered owner of the property?

If you are completing this form on behalf of  
someone else, please state your name

What is your relationship to the person  
who is claiming this exemption?

Please provide your contact telephone  
number and email address

Phone -

Email -

### Declaration and signature

- I/We declare that all the information that I have provided on this claim form is true and complete.
- I/We will notify the Council immediately if any of the information supplied on this form changes.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Guidance notes

### **Who can apply?**

The application should be made by the person liable to pay the council tax, who is now a resident in a care home or hospital.

The unoccupied dwelling must previously have been the sole or main residence of the absent person, who must have been absent for the whole period since last living in the property.

### **When will an exemption be awarded?**

If someone has a short stay (less than six weeks) in hospital, it has no effect on the council tax liability. Sometimes a patient can be in hospital for such a lengthy period that the hospital becomes their sole or main residence. If your home is left empty, providing it was previously your sole or main residence, it will usually be exempt.

The care home / hospital must be: -

- An NHS hospital or NHS Trust hospital, within the meaning of the National Health Service Act 1977,
- A military, air force or naval unit in which medical or surgical treatment is provided for people, subject to military, air force law or naval discipline,
- A residential care home,
- A nursing home,
- A mental nursing home, or
- A hostel in England or Wales

### **How to apply**

If you would like to apply for this exemption, please fill in this application form. When your form has been received, we will assess it, and if you are successful, we will issue a revised council tax bill.

### **What can you do if you are not given a reduction?**

If, after consideration of your application, we decide that you are not eligible for an exemption, and you disagree with this decision, you should write to us within 28 days of the notice of the decision, giving your reasons why.

We have 2 months in which to decide on your appeal. If you still disagree, or we have not acted within the 2-month period, you will be able to appeal to a Valuation Tribunal.

You should continue to pay your original bill whilst your appeal is outstanding. Failure to make payment may result in reminder notices or a summons being issued for non-payment.

### **What to do if your circumstances change?**

You should let us know immediately, in writing, of any changes that could affect this exemption.