

BERWICK-UPON-TWEED BOROUGH COUNCIL

COUNCIL TAX DISCOUNT FORM

Council Offices,
Wallace Green,
Berwick-upon-Tweed,
TD15 1ED.
Tel: (01289) 330044
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Date of Issue:
Account Reference:
Property Ref:
Form Type Ref: CTD
Parish:
Tax Type: CT

Please complete this form and return to the Council Offices, Wallace Green, Berwick-upon-Tweed, TD15 1ED, as soon as possible, using the enclosed pre-paid envelope.

Name of Council Tax Payer:	
Address: (if different to that above)	
Telephone Number:	

Is this a **claim**? Or a **cancellation**? (PLEASE tick the appropriate box)

Date claim/cancellation to be effective from:

Name of Discount claimed or cancelled (see notes overleaf)

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Do not forget to attach any proof requested in the Notes (overleaf).

Signed:..... Date:

DISCOUNTS

Single Resident Discount

The full council tax bill assumes that there are two adults living a dwelling. If only one adult lives in a dwelling (as their main home), the council tax bill will be reduced by a quarter (25%). If a dwelling is no-one's main home, the bill will be reduced by 10%. The bill will not be increased if there are more than two adults in the dwelling.

Student

You will not be counted if you are a student (which includes an overseas student) on a full time course of education or on a qualifying course of education.

You are a student if you are:-

Attending a university, polytechnic or college course which will last for at least an academic year, takes at least twenty four weeks a year and involves at least twenty one hours of study per week during term time; or

Under the age of twenty and studying for more than three months and at least twelve hours per week for any qualification up to A Level, ONC or OND Standard. Correspondence course, evening classes, or courses taken in connection a person's job, such as on day release are not included.

Student nurses studying academic courses at university or polytechnic, or who are on Project 2000 Courses, will be considered as students for Council Tax purposes.

Foreign language assistants registered with the Central Bureau for Educational Visits and Exchanges will also be considered students. *You will need to provide a certificate from your college with your claim.*

Student Nurses

You will not be counted if you are a student nurse on a course leading to registration on any of parts 1 to 6, 8, 10 or 11 of The Nursing Register. Only student nurses studying for their first inclusion on the Register will not be counted. Nurses who are already on the Register but are taking further course will be counted. *You will need to provide a certificate from your college with your claim.*

Apprentices

You will not be counted if you are an apprentice employed to learn a job and, as part of that learning, are undertaking training leading to a qualification recognized by the National Council for Vocations Qualifications. You must be paid a maximum of £130.00 per week and expect to earn substantially more when you qualify. *Please supply confirmation from your employer that you meet these conditions.*

Youth Training Trainees

You will not be counted if you are under twenty five and are receiving training in line with an individual training plan under the Youth Training Scheme. *Please supply confirmation from your employer that you meet these conditions.*

Resident Hospital Patients

You will not be counted if you are a patient in a hospital which is your only or main home. If you are in a hospital for a short time and you have a home elsewhere, you will go on paying Council Tax at your home. *Please supply the name of the hospital and date of admission.*

Residential Care People

You will not be counted if you live, and are receiving care, in a residential care home, nursing home, mental nursing home or hostel, as long as it is your only or main home. *Please supply name of establishment and date of entry.*

Severely Mentally Impaired

People who are severely mentally impaired will not be counted. For Council Tax purposes, a person will be regarded a severely mentally impaired if he or she suffers, for whatever reason from severe impairment of intelligence and social functioning which appears to be permanent. This will usually include people suffering from Alzheimer's Disease and other similar illnesses. *In order not to be counted, a person will need a certificate from his or her doctor to say that she or he is severely mentally impaired. The person must also be entitled to one of a number of benefits including certain invalidity pensions, disability allowances, unemployability allowances or attendance allowances. We need to know the pensions/allowances received. On receipt of application a certificate will be sent to you for your doctor to complete.*

Hostels/Night Shelters

Some dwellings such as short stay hostels or night shelters provide communal accommodation for people who have no fixed abode and no settled way of life. These may include hostels run by the Salvation Army or Church Army. Any one whose main or only accommodation is in this type of dwelling will not be counted. *Please give full details.*

Continued overleaf...../

Members of Religious Community

You will not be counted if you are a member of a religious community provided that you depend on the community for your material need and have no personal income or capital (this will still apply if you receive income from a pension or pensions from a former job).

Only members of religious communities whose main work is prayer, contemplation, the relief of suffering, education or any combination of these will not be counted. *Please give full details.*

Full Time Education

You will not be counted if you are eighteen or nineteen years old and are in full time education (other than higher education). This includes people of that age who are at school or college and are on courses up to, and including "A" Level standard.

You will also not be counted if you are at least eighteen year old and someone is entitled to child benefit in respect of you, or would be if you were not in local authority care.

If you are an eighteen or nineteen year old who left school after 30th April you will not be counted until 1st November of the same year. *You must give details of school attended, and a copy of the relevant page of the Child Benefit Book.*

Carers

You will not be counted if you live with, and care for a person with a disability who is receiving one of the following:-

- a) Higher Rate Attendance Allowance
- b) The Highest Rate of the Care Component or a Disability Living Allowance.
- c) An increase of Disablement Pension.
- d) An increase in a Constant Attendance Allowance.

You must be providing care for at least thirty five hours a week on average. But you will be counted if you are caring for your husband or wife (or partner with whom you live with as husband and wife) or your child under eighteen years old.

Someone who cares for an elderly person or person with a disability, in return for payment of up to £30.00 per week will not be counted. Such a person will usually belong to an organization like Community Service Volunteers, but could be employed by a public body or (in certain circumstances) by the person for whom they care. *Please give details of the person you care for, and copy of the relevant page of their Allowance/Pension Book.*

Prisoners

Prisoners who are on remand or in prison will be counted. However, people who are imprisoned for not paying a fine or the Council Tax will be counted. *Confirmation from the Prison will be required.*