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**Properties Left Empty By Patients in Hospital Or Care Homes** E

Your postal Address:	Address of property if different to postal address:
	Council Tax Account Number (if known):

I have been notified that the above property may be exempt from Council Tax. For an exemption to be considered you must complete, sign and return this form to the Council Tax Office.

**Please read the attached guidance notes before you fill in the rest of the form.**

1. Is there anyone living in the above property ? Yes    No

If **YES**, how many people aged 18 or over, live there?,

and when did they move in? day    month    year

day    month    year

If No, when did the property become empty?

day    month    year

2. Is the owner /tenant in hospital or care home? Yes    No

3. Did the owner/tenant previously live in the property until moving into the hospital/care home? Yes    No

4. Please provide an address, other than the property, at which you may be contacted, if not above

5. Please enter below details of the person who is in hospital/care home

Owners Full Name:	Date entered hospital/home
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Name and address of hospital/home:

**6. I declare that the information I have given is correct to the best of my knowledge.**

Name:	Signature:	Date:
Daytime contact number:		

The information you give will only be used for the purposes of Revenues & Benefits administration. The Council Tax Office may need to check the information given.

**You must tell the Council Tax section of all changes which may affect your right to a discount.**

**Return to: Council Tax and Benefits Office, 44 York Street, Twickenham, TW1 3BZ.**

## Exempt Properties

You do not have to pay any Council Tax on some types of home. These are known as **exempt** homes.

### How to apply for an exemption

*Exemptions are not given automatically.*

To apply for an exemption, you need to fill an application form and return it to us. Once you have returned it we will then either reduce your bill or let you know why we have not been able to do so.

#### *Exemption type E*

#### **Homes left empty by patients in hospitals, nursing or care homes**

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A home is exempt when;

- it is unoccupied; **and**
- it was previously lived in by the tenant(s) or owner(s) as their main home **and**
- the tenant(s) or owner(s) are now living in a hospital, nursing or care home.

This does **not** include people who spend only short periods in a hospital or care home and intend to return home. The hospital, nursing or care home must be their main home.

#### **Hospitals**

A hospital is:

- o recognised by the National Health Service, including NHS Trust hospitals, **or**
- o a military, air force or naval establishment where treatment is subject to military / air force law or the Naval Discipline Act 1957.

#### **Homes**

Homes must provide care and/or treatment on the premises. They must be:

- o A care home providing residential accommodation; **or**
- o A home provided by the Abbeyfield Society or connected body; **or**
- o A residential nursing home; **or**
- o A residential mental nursing home; **or**
- o A residential hostel providing personal care for people who are elderly; disabled or who suffer from alcohol or drug dependence or mental disorder; **or**
- o A bail or probation hostel.

The exemption will last for as long as the circumstances remain the same. You must tell us about any changes that would mean the property is no longer exempt, for example if the patient moves back home, or someone else moves in or the property is sold.