**Discount Application for Care Providers or Care Workers**

A 25% discount may apply if one or more of the occupants of a property provide care for someone else who lives there. This is because the carer is classed as not counted for Council tax purposes.

No discount applies if two or more people other than the carer (or anyone else who is not counted) live in the property.

**If a person is providing unpaid care to someone else, what are the conditions for not being counted?**

A person who is **not paid** to provide care may be disregarded for the purpose of Council Tax if he/she meets the following requirements:

* he/she is **providing care** to a person who is in receipt of either -  
    - attendance allowance; or  
    - the highest or middle rate of the care component of disability living allowance; or  
    - an increase in the rate of his/her disablement pension; or  
    - an increase in a constant attendance allowance.
* he/she is **resident in the same dwelling** as the person to whom he/she is providing care;
* he/she is providing care for **at least 35 hours a week** on average;
* he/she is **not the partner** of the person for whom care is provided or is not the parent if that person is a child below the age of 18 years.

**If a person is a care worker, what are the conditions for not being counted?**

To qualify for discount as a care worker (as opposed to an unpaid care provider as above) all of the following conditions must be satisfied by the care worker;

* The care worker must be caring through a connection with the Crown, a charity or a local authority,
* must be **employed as a care worker** for at least 24 hours a week,
* must be paid **no more than** £44 per week,
* must be resident where the care is given, or in premises provided for the better performance of the work.

**Craven District Council Privacy Notice**

**Council Tax Discounts/Exemptions and Housing Benefit claims**

**What information do we collect from you?**When you apply for help with your council tax or rent, we may ask you for your name, contact details (home address, email addresses and telephone number) and details of your home, your household and your financial circumstances including bank accounts that you or household have. You may be asked for other personal details, for example about your health. If you are a tenant, we may ask you for details of your landlord.

**Why do we collect this information?**Your name and other identifying particulars and your home and personal, household and financial circumstances are needed to confirm your identity and to establish your entitlement to housing benefit and any council tax discounts or exemptions. If you do not provide the information requested, we may not be able to help you with your council tax or rent.

**Who might we share this information with?**The Council will not share any of the information that it holds about you with any other third party, without your consent, except where allowed by law. The Council is permitted to share the information that you have provided with other organisations in order to make sure that the information it holds is correct, to protect public funds and to prevent or detect crime. These organisations include the Department for Work and Pensions, HM Revenue and Customs, other local authorities, and certain credit reference agencies.

**What do we do with your information?**The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information you have provided for the purpose of your application for help with your council tax or rent, and will not use it for any other Council purpose, unless this is provided by law.

**How long do we keep hold of your information?**The Council will keep hold of your information in accordance with the following rules:

* In case of queries, for as long as necessary to deal with any queries (in case your claim is unsuccessful).
* For the duration that your housing benefit claim or your council tax account remains active.
* After your claim or account has ended, based on any legal and regulatory requirements.

**How can I access the information you hold about me?**By making a Subject Access Request and going onto the Council’s website at <https://www.cravendc.gov.uk/data-and-transparency/data-protection-act/> or writing to the Data Protection Officer, Craven District Council, First Floor, Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. You also have the right to complain to the Information Commissioner’s Office as it can investigate compliance with data protection law: [www.ico.org.uk](http://www.ico.org.uk)

**Application Details**

**This form should be completed by the person who is liable to pay the Council Tax. Please read the information on the cover page carefully before completing the form.**

1. **Name of Council Tax Payer**

**Council Tax Reference:**

**Property Reference Number:**

3. **Number of People living in the property (Aged 18 or over)**

4. **Name of Person(s) providing Care**

2. **Address**

**PART A**

1.

2.

5. **Name of person receiving care**

**6. Date that care started to be provided**

1. **Benefits and allowances**

**PART B**

The person receiving care must be entitled to one of the following allowances, please tick the relevant box (es) **and provide proof of these:**

**Date Awarded**

* Attendance Allowance

* Personal Independence Payments
* Higher or Middle rate of care component for

Disability Living Allowance

* Disablement Pension with an increase due

to constant attendance needed

* Constant Attendance Allowance

* Disability Working Allowance

(There are additional conditions when this benefit is

payable - we will contact you further if this is payable)

1. **Does the person(s) providing the care live in**

**the same property as the one receiving it? Y/N**

****

1.

1. **How many hours each week does the carer(s)**

**provide?**

2.

1. **What is the relationship between**

1.

**the carer(s) and the cared for?**

2.

1. **Date of birth of the person**

**receiving care?**

Please also supply the following information, so we may contact you if we have a query:

Email address

****The email address provided will be used to send your Council Tax Bill by email rather than a paper copy by post unless you tick the NO to ebilling box.

NO to ebilling

Daytime Telephone Number

**Declaration**

**Please read this declaration carefully before you sign and date it.**

I declare that the information I have given on this form is true and accurate.  
I will tell Craven DC if there is any change of circumstances at my home.  
I confirm that I have read and understand the enclosed Privacy Notice.

Signed (Carer one)……………………………………………………. Date…………………………………………………………….

Signed (Carer two)……………………………………………………. Date…………………………………………………………….