

Council Tax discount



Revenue and Benefits
PO Box 1761
Solihull
West Midlands B91 9RR

Your name and address (including postcode):

Council Tax reference no:

Please quote this number if you write or phone



 Help line number 0121 704 8100

Email: revenues@solihull.gov.uk

Application for a Council Tax discount

What are discounts?

The Council Tax is based on two adults (people aged 18 or over) living in your home. If only one adult lives in a property, you can apply for a discount of 25% (one quarter). In some cases, even if there are two or more adults living in a property, we may give a discount of up to 50% (one half) or an exemption (which means you do not have to pay Council Tax). This is because we do not count certain people when we decide how many adults live in the property.

If two adults live in a property and we do not count one, you can apply for a 25% discount. If we do not count all the adults, you can apply for a discount of 50%, or an exemption. When someone is not counted, this means that they are 'disregarded' for Council Tax discount purposes.

Please read carefully the "Notes for Guidance" before completing this form.

You only need to complete the section relevant to the discount which you are applying for.

You may complete this form on behalf of yourself or someone else, if the person who the application is for, is physically or mentally unable to do so.

If you are completing this form on behalf of someone else, please supply their full name.

Please state the number of persons, ages 18 or over, who reside at the above property.

DISCOUNT CATEGORIES – NOTES FOR GUIDANCE

Please read these notes before completing the enclosed form.

You can only complete this form on someone else's behalf if you are their carer or have power of attorney for them. Alternatively if the person is physically or mentally unable to complete the form.

Persons Detained (Complete Section 1)

Individuals detained in prison or in custody will qualify for Council Tax discount.

However, no discount will be given to those who are imprisoned for non-payment of a fine or Council Tax, or to those released on parole or license.

Long Term NHS Hospital Patients, Nursing

Home Or Residential Care Home Residents (Complete Section 2)

Hospital patients will qualify for a Council Tax discount if the hospital has become their only or main residence. (Short term residence in a hospital will not qualify a individual for a discount).

Also qualifying for this category will be those who are residents of a hostel, nursing home or a residential care home, for whom the "home/hostel" has become their only or main residence.

Students (Complete Section 3)

Category A

Students, including student nurses and Foreign Language Assistants, who are enrolled at a University, Polytechnic or College and are undertaking a full-time course of higher education will qualify for a Council Tax discount. Students must be required to attend the course for at least 24 weeks in the year and study 21 hours per week on average when in attendance. This includes students undertaking classroom based teacher training courses who will also qualify for a discount.

Category B

Also qualifying for a discount will be individuals under 20 years of age who are following a course which takes place between 8.00a.m. to 5.30p.m. and exceeds 12 hours per week. The course should last for at least 3 months and upon its successful completion will lead to qualifications up to 'A' level, ONC or OND standard.

Courses taken in connection with a person's job, correspondence courses or evening classes are not qualifying courses.

If another person is entitled to claim Child Benefit in respect of the applicant, please complete category B of question 3 and question 5.

Partners Or Civil Partners Of Students Who Are Also Not British Citizens (Complete Section 4)

Spouses or dependants of students who are also not British citizens who are prevented by the terms of their leave to enter or remain in the United Kingdom, from taking paid employment or claiming benefits will qualify for a Council Tax Discount.

Persons In Respect Of Whom There Is An Entitlement To Child Benefit (Complete Section 5)

Individuals who are at least 18 years of age and another person is entitled to Child Benefit in respect of them will qualify for a Council Tax discount.

18 Or 19 Year Olds Who Ceased Their Course Between 30th April And 1ST November (In Any Relevant Year) (Complete Section 6)

Individuals who are under 20 years of age, who were in full-time education (see details on Category A of Students), or undertaking a qualifying course (see details on Category B of Students), which ended after 30th April and before 1st November, in any year, will qualify for a Council Tax discount.

Student Nurses (Complete Section 7)

An individual undertaking a course at a College of Nursing and Midwifery or a College of Health, which upon its completion will lead to registration on any parts 1 to 6, 8, of the Nursing Register maintained under Section 10 of the Nurses, Midwives and Health Visitors Act 1979, will qualify for a Council Tax discount.

(Please note, to qualify, the study must lead to a first inclusion on the Register. Nurses already on the Register, but taking further courses will not qualify).

Apprentices (Complete Section 8)

Individuals who are employed for learning a trade/job which upon completion of the training will lead to a qualification recognised by the National Council for Vocational Qualifications and for which they receive a salary or allowance (or both) of less than £160 gross per week, which is substantially less than they would earn when qualified will qualify, for a Council Tax discount.

Youth Training Trainees (Complete Section 9)

Individuals who are training under the Youth Training Scheme and are under 25 years of age will qualify for a Council Tax discount.

International Headquarters And Defence Organisations (Complete Section 10)

Civilian or military members of International headquarters or an organisation designated under the International Headquarters and Defence Organisation Act 1964, together with their dependants will qualify for a Council Tax discount.

Members Of Religious Communities (Complete Section 11)

An individual who is dependant on a religious community for their material needs and has no personal income or capital (except for income received from a pension of a previous employers), and whose principle occupation is prayer, contemplation, education, relief of suffering (or any combination of these) will qualify for a Council Tax discount.

Section 1 Persons Detained in Prison

Name and Address of prison or place detained

Date taken into custody

Anticipated release date

Prisoner number

Is the imprisonment due to non-payment of Council Tax or a fine?

YES

NO

Section 2 Long Term NHS Hospital Patients, Hostel or Residential Care Home Residents

Name and Address of Hospital/Hostel/Home
(Please supply ward number or name)

Date entered

Patient's/Residents date of birth

The Hospital/Home Registrar will be asked to certify the length of your stay in the hospital/home

Section 3 Students

Category A

Name and full address of
College/University

Name of Student and their
term time address.

Course start date

Course end date

Are you a Foreign Language assistant?

YES

NO

If 'NO', please supply

your student certificate, which may be obtained from your college or university.

Section 3 Students Cont....

Category B

Name and full address of Educational establishment	Name of Student and their term time address.	Course start date
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Course end date
		<input type="text"/>
Hours per week in attendance at the Educational establishment	Date of Birth	
<input type="text"/>	<input type="text"/>	
Course Title	<input type="text"/>	

Section 4 Parters or Civil Partners or Dependants of Students who are also not British Citizens

Applicant's full name

Date residence commenced

Are you prevented by the terms of your leave to enter or remain in the United Kingdom? YES NO

If "YES" please supply a copy of your entry visa

Section 5 Persons in Respect of Whom Child Benefit is Payable

Please provide the benefit reference or the reference on the most recent Child Benefit award notice.

Child's name Child's date of birth

Date Child benefit is due to cease

Section 6 18 or 19 year olds who ceased their course between 30th April and 1st November in any relevant year

Name of school/college	Students name	<input type="text"/>	Date of birth	<input type="text"/>
	Course start date	<input type="text"/>	Course end date	<input type="text"/>
	Title of course	<input type="text"/>		

The school or college will be asked to confirm the above details

Section 7 Student Nurses

Name of school/college

Name of school/college

Course start date

Course end date

Will this be your first inclusion on the Nursing Register? YES NO

Please supply your certificate obtained from your establishment

Section 8 Apprentices

Name and address of Employer

Are you employed for the purpose of learning a trade, business or profession?

NO YES If "YES", please

State trade/business/profession

What qualification will your apprenticeship lead to?

How much are you paid gross for this work? Weekly Monthly

Your employer will be asked to confirm your circumstances as stated above.

Section 9 Youth Training Trainees

Name and address of Employer

Name and Date of Birth

Training Start Date

Training end date

Section 10 Members of International Headquarters and Defence Organisations

Name and Address of Headquarters Or Defence Organisation

Name and Date of Birth

Date service to end (if known)

Are you a dependant of a member of an international headquarters or defence organisation (i.e. a child)?

YES NO

Section 11 Members of Religious Communities

Name and Address of Community

Are you dependent upon the community for your material needs?

YES NO

Do you have any personal income or capital (exclude any income derived from pension for previous employment)?

YES NO

Name and Date of Birth?

What date did you enter the community?

It may be necessary to request additional information from you to decide whether or not the discount applies

Section 12 Declaration

You must fill in this section.

Please tick which applies

- I am the applicant named on this form
- I am applying for the applicant named on this form

The information I have given on this form is true and complete. I will tell you about any change in the person's circumstances within 21 days which may affect this application for discount. If I do not tell you, I understand that I may have to pay a penalty of £50.

Your signature:

Date:

We will need to visit your property. We would like to contact you to agree a convenient time for the inspector to visit you. It would be helpful if you can give a phone number where we can contact you.

Phone number (You may give us your phone number if you want.)

**Return filled in forms to: Solihull MBC, Revenues Division
PO Box 1761, Solihull, West Midlands, B91 9RR**

Section 13 Data protection

Please read this section.

We will use the information you give in this form, and any supporting evidence you send, to process your claim for a discount. We may pass it to other organisations to confirm information and to protect public funds and prevent and detect fraud. We may also share it with other council services and partner organisations to make sure our records are accurate and to help us identify services you may be entitled to or interested in. For more details about how we will use your information, please contact Revenue and Benefits on 0121 704 8100.

You can take this form to one of the following offices.

Chelmsley Wood Area Office

5 Greenwood Way
Chelmsley Wood
Birmingham, B37 5TL

Kingshurst Area Office

Church Close
Kingshurst
Birmingham, B37 6HA

Smith's Wood Area Office

Westfield House
Arran Way
Smith's Wood
Birmingham, B36 0QQ

Solihull Connect

Ground Floor
Library Square
Solihull, B91 3RD

Solihull Connect at Shirley

Shirley Police Station
Stratford Road
Shirley, B90 3AR

Solihull Connect at Balsall Common Library

283 Kenilworth Road
Balsall Common
Coventry, CV7 7EL

Opening hours for enquiries

Area Housing Offices

Monday, Tuesday and Thursday
Wednesday
Friday

8.45am to 5.20pm
10am to 5.20pm
8.45am to 4.30pm

Solihull Connect

Monday
Tuesday, Thursday and Friday
Wednesday
Saturday

8.30am to 5.30pm
9am to 5.30pm
10am to 5.30pm
9am to 1pm

Solihull Connect at Shirley

Monday to Friday
Saturday

9am to 6pm
9am to 1pm

Balsall Common Library

Thursdays only

10am to 2pm

Or you can post this form to:

Solihull MBC
Revenue and Benefits
PO Box 8118
Council House
Solihull
B91 9RR

Phone: 0121 704 8100