

Orkney Islands Council

Council Tax – application for care leaver discount/exemption



You should complete this form if you wish to apply for a Council Tax discount/exemption because you, or someone in your household, is a care leaver.

A care leaver is:

- Someone who is at least 18 years of age but is under 26 years of age;
- Who was on their 16th birthday, or at any subsequent time, looked after by a local authority; and
- is no longer looked after by a local authority.

If eligible, the Council Tax discount/exemption can only be applied from or after April 2018.

Full exemption will apply where all occupants of the dwelling, aged 18 years or over, are care leavers. A discount of 25% will apply if all but one of the occupiers aged 18 or over is a care leaver.

The care leaver must complete Parts 1 & 2 of this form and then return it to the Council. The Council will then arrange for the local authority to certify, in Part 3 of this form, that the named person is a care leaver who has been looked after by a local authority.

The term 'looked after' means in accordance with sections 17(6) (duty of local authority to child looked after by them) and 29(7) (after-care) of the Children (Scotland) Act 1995 (a).

Part 1 About you – to be completed by the care leaver

Name _____

Address _____

_____ Postcode _____

Date of Birth _____/_____/_____

On your 16th birthday, or any time afterwards, have you been looked after by a local authority? No

Yes

If Yes, please give the name and address of that local authority. _____

If possible, please provide a contact name within that local authority and contact details. _____

Are you still being looked after by a local authority? No

Yes

Please turn over

Part 2 Declaration – to be completed by the care leaver

I declare to the best of my knowledge and belief that the information on this form is true and accurate and I will tell you about any change in circumstances that may affect my Council Tax. I understand that it is an offence to knowingly make a false statement and may be liable for prosecution or a fine. I also give permission to Orkney Islands Council to check my care leaver status with the local authority named in the above section.

Signature _____ Name (print) _____ Date ___/___/___

Please provide your email address or telephone number in case we need to contact you about your application. You do not have to tell us but it will help us to contact you quickly if we have any questions.

email address: _____ Telephone: _____

Part 3 To be completed by the local authority

Before a care leaver discount/exemption can be awarded it is necessary for the Council to verify that the named care leaver is entitled to receive the reduction. The local authority should complete this part of the form.

Name of local authority _____

Address _____
_____ Postcode _____

I certify that _____ (name of care leaver) was on their 16th birthday or any subsequent time looked after by the local authority – and is no longer looked after by a local authority. The term ‘looked after’ means in accordance with sections 17(6) (duty of local authority to child looked after by them) and 29(7) (after-care) of the Children (Scotland) Act 1995 (a).

Signature: _____ Name (print) : _____ Date ___/___/___

Position: _____ Tel: _____ email: _____

Please return the completed form to the Council Tax Section, Orkney Islands Council, Council Offices, Kirkwall, Orkney, KW15 1NY. Tel: (01856) 873535 Ext 2133 (Direct Dial 01856 886322), email: revenues@orkney.gov.uk For additional information visit the Council’s website: <http://www.orkney.gov.uk/>

How information about you will be used - we need the information on this form to determine if you are entitled to a Council Tax or Scottish Water (water and waste water) discount/exemption and to process your application. The Local Government Finance Act 1992 is the legal basis for the Council processing your personal information. The information may be shared within the local authority, with other local authorities and Audit Scotland to detect and prevent fraud.

For more information about how we process information, how long we retain the information, or the right to complain please contact us or visit <http://www.orkney.gov.uk/Online-Services/privacy.htm>. If you are unable to access the Council’s website you can request a paper copy from the Council. Users of smartphones can also scan the code below to access the information.



For official use only: Ctax Ref _____ Issued ___/___/___ Input by _____ Date ___/___/___ Update Contact Details Y / N	May 18
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