

Council Tax

www.aberdeencity.gov.uk/services/council-tax



Customer Details

Name.....
Address.....
Postcode.....

Council Tax Reference
Number.....
Email Address.....
Phone Number.....

Application for Hospital or Residential/Nursing Home

Please read this form carefully

This is a supplementary form for the process of applying for Hospital/Residential/Nursing Home Discount/Exemption using our online form [hyperlink]. The form should be passed to a representative of the Hospital/Residential/Nursing Home for completion and then returned to you to upload as part of your application.

The form should be uploaded as part of the online application for discount/exemption. Submission of this form without an online application is insufficient to apply or qualify for Hospital/Residential/Nursing Home Discount/Exemption.

Hospital or Residential/Nursing Home details (To be filled in by the hospital or home)

The person named has indicated that he/she is currently a patient in your hospital/home. Please answer the questions below and then return this form to the patient, relative or agent acting on their behalf.

Name of the hospital/home:

Date of admission: Confirm if long-term patient: YES [] NO []

Long Term means the patient is not expected to return home or does not have a date when they are likely to return home.

Has the patient been transferred from another hospital/home? YES [] NO []

If yes, please give the name of the hospital/home and the date of admission:
.....
.....Date of admission.....

Please print your name.....Your position.....

Email Address (to be used if further information required)

Signed..... Date.....

Please read this section carefully – Your Data

Your data - We collect and maintain information about you for Council Tax, Water and Wastewater purposes in line with the Local Government Finance Act 1992. We share information with the DWP, HMRC, Sheriff Officers and a variety of other organisations all as allowed by law. This information is used across the Council, to ensure that we keep your name and address details accurate and up to date.

National Fraud Initiative - We have a duty to protect the public funds we administer. We will use the information you provide on our forms to help prevent and detect fraud. We will also share this information, for these purposes, with other organisations responsible for auditing or administering public funds.

More information about how we use and manage your information is available on our website at: www.aberdeencity.gov.uk/your-data/privacy-notice/your-data-council-tax. This page also has links to further information about your rights, and who to contact if you have a complaint about how we use your data.