Orkney Islands Council
Council Tax – Application for Carers Discount

You should complete this form if you **provide care or support** to another person.

There are two categories of care worker that qualify for discount, a paid care worker or an unpaid care worker.

You are a paid care worker if you:

- provide care or support on behalf of a relevant body (the Council, the Crown or a Charitable Organisation), or you have been introduced to the person you care for by that relevant body.
- provide care for at least 24 hours per week.
- earn no more than £44.00 per week for providing the care.
- reside in a dwelling provided by or on behalf of the relevant body or employer for the better performance of the work.

You are an unpaid care worker if you:

- reside in the same dwelling as the person you are providing care for.
- provide care for at least 35 hours per week.
- provide care to a person who is not your spouse or child under 18 years.
- provide care to a person who is entitled to:
    - higher rate of Attendance Allowance;
    - highest rate of the care component of Disability Living Allowance;
    - the standard or enhanced rate of the daily living component of Personal Independence Payment;
    - an increase in the rate of disablement pension (where constant attendance needed); or
    - an increase in a constant attendance allowance.

Part 1 *To be completed by the carer*

Name _____

Address _____

_____ Postcode _____

Name of person being cared for _____

Address of the person that you care for (if different from above) _____

_____ Postcode _____

When did you start providing the care _____/_____/_____

Part 2 *To be completed if you are an unpaid care worker*

What is the relationship between you and the person that you care for? (for example, brother, aunt, None) _____

How old is the person that you care for? _____ years old

Please tick the benefit that they receive and provide proof that they receive it

Higher rate Attendance Allowance ☐

Please turn over

Highest rate of the care component of Disability Living Allowance ☐

the standard or enhanced rate of the daily living component of Personal Independence Payment ☐

An increase in the rate of disability pension where constant attendance needed ☐

An increase in a Constant Attendance Allowance ☐

How many hours do you provide care for? _____ hours per week

Part 3 *To be completed if you are a paid care worker*

Name of the body that you provide care on behalf of, or were introduced by _____

Address of that body _____

_____ Postcode _____

How much do you get paid? £_____ per week

How many hours do you provide care for? _____ hours per week

You must now ask someone from that body to confirm your status as a care worker

Signed _____ Position in Organisation_____
(on behalf of the body)

Position _____ Date _____/_____/_____ Tel: _____

Part 4 *Declaration – to be completed by the carer*

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 fine.

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: _____

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 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.

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 website: http://www.orkney.gov.uk/

May 2018

For official use only: Ctax Ref _____ Issued __/__/__ Input by _____ Date__/__/__ Contact Update Y/ N