

Confirmation of Council Tax Status

Long Term Patients in Hospital/Residential Homes



General Data Protection Regulation GDPR - We are asking for the following information in accordance with provisions of the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992 and Data Protection Act 2018. We will use this information to help us determine your liability for and to collect your Council Tax. You can find more information on how your personal information is used for Council Tax on our Privacy Notice which can be found at www.midlothian.gov.uk/privacy

Please read the notes overleaf. This form should be completed in ink and block capitals by the appropriate hospital/home

Patient Name

Patient Home Address

Date of Admission
known)

Expected Discharge date (if

If it has been decided patient will not return home please provide the date this decision was made

Number of persons living in the home who are 18 years old or over.

(You must notify us when anyone in the household turns 18 or there are any changes of circumstances)

Name and address of Next of Kin/Agent

Postcode

Telephone

Name and address of Hospital/Home

Postcode

Telephone

Declaration

I confirm that the above mentioned person is a long term patient of this institution

Signature
Status
Date

Stamp of Institution

NOTES

- 1 This form should be completed by the appropriate officer of the hospital or home.
- 2 A person is deemed to be a long term patient if he or she:
 - Is a patient having his/her sole or main residence in a hospital; OR
 - Has his/her sole or main residence in a residential care home, nursing home, private hospital or hostel and is receiving care or treatment there.
- 3 Failure to complete and return this form could result in the award of a Council Tax exemption or discount being delayed or cancelled.
- 4 Please return this form to the address below:

The Director of Health and Social Care
Midlothian Council
PO Box 12956
DALKEITH
EH22 1YB