



**Executive Director of Finance**  
Martin Booth  
BA CPFA MBA

**If Visiting:-**  
45 John Street  
Glasgow  
G1 1JE

**Postal Address:-**  
Financial Services  
PO Box 36  
Glasgow G1 1JE

**Office Opening Hours:-** Monday  
to Friday 9.00am - 5.00pm

**COUNCIL TAX EXEMPTION (SUBJECT TO REVIEW) –  
LONG TERM HOSPITAL/RESIDENTIAL CARE –UNOCCUPIED PROPERTY**

**SUBJECT ADDRESS** \_\_\_\_\_

In terms of schedules 2 and 11 of the Local Government Finance Act 1992, and the Council Tax (Exempt Dwellings) Scotland Order 1997 (as amended), a dwelling may be exempt from Council Tax (including the water and sewerage charges) if it falls within the category shown below.

**UNOCCUPIED DWELLING:**

Which, when last occupied, was occupied by a person who is now receiving hospital care in one of the following establishments in Scotland, England or Wales:

A NHS Hospital, a Residential Care Home, a Military Hospital, a Private Hospital, a Hostel or a Nursing Home.

**PROOF REQUIRED** (In some instances additional proof may be requested):

- Completion of Section 2 of the attached application form

Please complete the attached form, sign the declaration and return it to

Glasgow City Council  
PO Box 36  
Glasgow G1 1JE

Supporting evidence from the establishment providing care must also be provided as no Exemption will be granted without supporting evidence.

**We aim to respond to enquiries within 20 days. Please allow us this time to update our records**

Visit our Council Tax website to make an online payment, manage your account or check your balance: [www.glasgow.gov.uk/ct](http://www.glasgow.gov.uk/ct)

**You must tell us of any changes that may affect your Council Tax bill. Help us keep your bill right by telling us straight away.**

Glasgow City Council will never telephone you asking for your bank details to refund your Council Tax

**Log on to [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) to find out how we will use your information**

**COUNCIL TAX EXEMPTION (SUBJECT TO REVIEW) –  
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**NAME OF LIABLE PERSON(S)** .....

**SUBJECT ADDRESS** .....

**COUNCIL TAX REFERENCE** .....

**SECTION 1 - (TO BE COMPLETED BY THE LIABLE PERSON, REPRESENTATIVE OR AGENT)**

I, (print name) \_\_\_\_\_ apply for exemption from Council Tax due on the  
above property from \_\_\_/\_\_\_/\_\_\_ until \_\_\_/\_\_\_/\_\_\_ (inclusive) (leave blank if care is ongoing)

The number of adults (including myself) usually resident in the property is \_\_\_\_\_

**DECLARATION**  
I confirm that the information on this form is correct and authorise Glasgow City Council to check the details. If the property no longer meets the exemption requirements, I will notify The Council within 21 days. I understand that failure to do so is an offence which may make me liable for a fine of £50 and £200 for each subsequent offence.

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Print name here \_\_\_\_\_

If you are not the liable person please state your relationship \_\_\_\_\_

Please supply daytime telephone number \_\_\_\_\_

**SECTION 2 - TO BE COMPLETED BY HOSPITAL AUTHORITIES**

I confirm that the above patient was admitted to this establishment on \_\_\_/\_\_\_/\_\_\_

The patient's stay is: permanent  not permanent

The patient's stay became permanent on \_\_\_/\_\_\_/\_\_\_ (if applicable)

The expected discharge date (if known) is/was \_\_\_/\_\_\_/\_\_\_ (if applicable)

Please **CIRCLE** the description that best matches your establishment type from the 7 types below -.

- |                   |                       |              |
|-------------------|-----------------------|--------------|
| N.H.S. HOSPITAL   | RESIDENTIAL CARE HOME | HOSTEL       |
| MILITARY HOSPITAL | PRIVATE HOSPITAL      | NURSING HOME |

If your establishment type is not described above please describe it here: \_\_\_\_\_

**Establishment stamp**

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Please supply a daytime telephone number: \_\_\_\_\_