

**Revenues Unit**

Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF

**Confirmation of Council Tax Status – Members of Religious Communities**

To help you fill in this form you should read the notes overleaf. This form should be completed in ink and in BLOCK CAPITALS by the Head of the Religious Community.

1.	Property Address							
2.	Name of Religious Community							
3.	Full name of Head of Community							
4.	Daytime telephone number							
5.	Full names of members to be disregarded for Council Tax purposes.  (If there is insufficient space to enter the names of all members please provide the additional names on a separate sheet of paper).	<table border="1"><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>						

**6. Please tick any applicable box.**

The principal occupations of the religious community are:

Prayer

☐

Education

☐

Contemplation

☐

Relief of Suffering

☐

**By law West Lothian Council must protect the money we manage. We will share information you give us with other organisations responsible for auditing or managing public funds, to prevent and detect fraud. We will review awards of discount and exemption and reserve the right to use credit reference agencies to validate any such awards.**

**Please complete and sign the declaration on the next page**

## Declaration

I declare that the above named person(s) are members of this Community and that to the best of my knowledge the above named person(s):

- have no income (except if applicable, a pension from a former employer) or capital, and
- are dependent on the Community for their material needs.

Signature:

Date:

Print Name:

Status in Community:

Daytime Telephone Number:

Email Address:

## NOTES

- 1 The Head of the Religious Community should fill in this form.
- 2 This form should only be filled in for those members living at the address to which it relates at Part 1. If members of the Community live at separate addresses within West Lothian then one form should be filled in for each address.
- 3 A person is a member of a Religious Community for Council Tax purposes if:
  - they are a member of that Religious Community whose principal occupation is prayer, contemplation, education, the relief of the suffering, or any combination of these, and
  - they have no income (except a pension from a former employer) or capital, and
  - they are dependent on the Community for their material needs.
- 4 Failure to fill in and return this form could result in the award of a Council Tax Discount being delayed or stopped.

The completed form can be emailed to [CouncilTax@westlothian.gov.uk](mailto:CouncilTax@westlothian.gov.uk) or posted to:

**West Lothian Council**  
**Revenues Unit**  
**Civic Centre**  
**Howden South Road**  
**Livingston**  
**EH54 6FF**

If you have any queries you can:

**Telephone: 01506 280000**

**Email: [CouncilTax@westlothian.gov.uk](mailto:CouncilTax@westlothian.gov.uk)**