

62964 Visitors Levy - Application of Disabled Persons Exemption

Noting the evidence requirements as follows

If exemption applies, a copy (scan/photo) of the relevant benefit award letter or similar document;

Booking confirmation/accommodation invoice - the name of the person exempted/excluded should be included on this document; and

Proof of payment for overnight accommodation.

Can I ask you to confirm what contingencies you have in place where a third party has gifted/paid for accommodation for an exempted individual in receipt of one or any of the qualifying benefits?

As stated in the [Edinburgh Visitor Levy scheme](#) (agreed January 2025), the following evidence is required to reclaim an individual exemption:

- The name of person exempted/excluded;
- If exclusion applies, verification of such status from relevant official body (this can include the Council's Homelessness service, Social services, relevant third sector provider, Police Scotland etc);
- If exemption applies, a copy (scan/photo) of the relevant benefit award letter or similar document;
- Booking confirmation/accommodation invoice - the name of the person exempted/excluded should be included on this document;
- Proof of payment for overnight accommodation.

Individuals must be named on the booking; we understand that generally this is possible even if they have not paid for the booking themselves.

If individuals disagree with the response they receive once they've submitted their evidence, they can follow up with an enquiry, which will be examined on a case-by-case basis.