

Council Tax application for reduction because of resident disabled person

Section 1 of 3 - Account information and address

Account reference:	
Name of applicant:	
Address:	
Postcode:	
Email address:	
Phone number:	

Section 2 of 3 - About the disabled person

Name of disabled person:			
Nature of disability:			
Date person became disabled:			
Does the property contain a room which is used to meet the disabled person's needs?:	YES	NO	<i>Please tick where appropriate</i>
Please describe the room and how it used by the disabled person:			
Does the property contain an extra bathroom needed for the disabled person?:	YES	NO	
Does the property contain an extra kitchen needed for the disabled person?:	YES	NO	
Does the disabled person need to use a wheelchair inside the property?	YES	NO	

Section 3 of 3 - Declaration

Please read and agree to the following declaration.

By submitting this form, I agree:

- The information I have given is correct to the best of my knowledge.
- I will notify the revenues team if any of the circumstances disclosed in this form change.

I agree to the declaration above. (tick box)

Why we need your information and how we use it

We process your personal information for the purposes of administering Council Tax for Bromsgrove District Council and Redditch Borough Council.

We have a legal obligation provided by the Local Government Finance Act 1992; subsequent amending acts, and supporting statutory instruments, to administer and enforce payment of Council Tax.

How long will we keep your information for?

Your information is retained in accordance with the Council's retention and disposal schedule. We will not keep your information for longer than is necessary and in most cases this means we will remove data which is older than 6 years.

Who your information may be shared with?

Information may be shared with other departments within the council who have a legal basis for accessing the information. For example, under section 85 of the Local Government Act 2003, Housing Departments may access information for the purposes of bringing empty homes back into use.

By law we must give out some information if we are asked to - for example by the Department of Work and Pensions or Her Majesty's Revenue and Customs.

We will also share information with the National Fraud Initiative for the purposes of preventing or detecting fraud. This information will be provided to the cabinet office and cross matched with information provided by other authorities.

We will also use the information for the purposes of performing any of statutory enforcement duties. We will make any disclosures required by law and may also share information with other bodies responsible for detecting and preventing fraud or auditing and administering public funds.

We may also share information with other authorities responsible for the collection of Council Tax.

If Enforcement action is taken personal information relating to names, and addresses will be disclosed to the magistrates' court and where necessary information will be shared with the Council's appointed Enforcement Agents.

How we process your information

Information provided using our on-line forms may be subject to automated processing. The information you provide is not transferred overseas.