

Council Tax Class E discount moved to a care home or hospital to receive care

Section 1 of 3 - Applicant details

Property details:

Council Tax account reference:

Name:

Address:

Postcode:

Email address:

Phone number:

Name of person who has moved out of the residential address above to receive care:

Date the person left the property to go into care:

Who owns the property that will become empty?:

Is this care placement permanent?:

Please note: If you answer no to this question because the care placement is temporary, you will NOT qualify for an exemption.

YES

NO

If temporary, when are they expected to return to property?:

Will the property remain empty?:

YES

NO

Will the property be occupied by anyone over the age of 18?:

YES

NO

Please provide the name and address of the person(s) who will be occupying the property:

Section 2 of 3 - About the care setting

Name of care setting:

Address of care setting:

Phone number for care setting:

Please include a letter from care setting to prove a permanent care placement has been offered

Name and address for future correspondence to be sent to if different from registered Council Tax account:

Section 3 of 3 - Declaration

I declare:

- That the information given above is to the best of my knowledge, true and accurate and the Council may verify this from the appropriate sources.
- I undertake to notify the council as soon as these circumstances change, and I acknowledge that failure to do so could result in a penalty being imposed.
- I understand that the information given on this form may be matched against data held by other departments and local authorities.

I have read and 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.