

Council Tax Application for a Disability Reduction

Account Ref: _____ Property Ref: _____

Name of liable person _____

Property address _____

Daytime telephone no _____

Email Address _____

Section A - About the Disabled Person

Name of disabled person _____

Their date of birth _____

Is this their only residence? _____

Exact date they became resident at this address _____

Is it necessary for the disabled person to use a wheelchair within the dwelling?

Yes _____ No _____ If yes from what date? _____

Section B - About the Property

Do you have an additional bathroom or kitchen within the dwelling which is necessary for meeting the needs of the disabled person? The bathroom must contain a bath or shower and a lavatory and wash hand basin

Yes _____ No _____ if 'yes' please give the exact date the facility became available and confirm why it is essential or of major importance _____

Is there an additional room which is predominantly used by the disabled person for example a treatment or therapy room?

Yes _____ No _____

If 'yes' give date this facility became available, a brief description of the what the room is used for and the equipment required within the room

In either of the previous cases would the additional facility be required if the disabled person was not resident? Yes _____ No _____

If the facility was not available would the disabled person find it impossible or extremely difficult to reside in this property? Yes _____ No _____

Doctors Certificate

Is the person detailed in section A **substantially** and **permanently** disabled whether by illness, injury, congenital deformity or otherwise?

Yes _____ No _____

If 'yes' please give **exact date** the condition has existed from _____

Please provide a brief description of the nature of the disability _____

Is the facility detailed in section B essential or of major importance to the welfare of the person detailed in section A? Yes _____ No _____

Do they require the use of a wheelchair within the dwelling?

Yes _____ No _____

Signed _____	Practice Stamp
Print name _____	
Date _____	

Declaration - To be signed by the liable person

I declare that the information on this application is correct. I will notify you immediately of any changes that might affect my Council Tax.

I understand that giving false information is an offence for which a penalty can be imposed and you may check the information with other sources as allowed by the law.

I understand that any information I have provided will be used in the administration of my Council Tax account. You may give information to other parties where the law allows this.

Signed: _____ Date: _____

For further information or advice please contact:

Dumfries and Galloway Council, Communities Directorate, Local Taxation Team, PO Box 9089, Dumfries, DG1 9EB

Telephone number 030 33 33 3005 www.dumgal.gov.uk/counciltax

Now hand this form into your nearest Council Customer Service Centre, post or email it to the address above. Our office at Carruthers House is now closed. For enquires please visit your local Customer Service Centre or contact us using the details above.

The Data Controller of the personal information being collected and processed is **Dumfries and Galloway Council**. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information that will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: contact@dumgal.gov.uk

Telephone: 0303 333 3000

Data Protection Officer's Contact Details:

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: dataprotection@dumgal.gov.uk

Telephone: 01387 260315

Dumfries and Galloway Council are collecting your data to allow us to administer and collect Council Tax.

The Council need to collect your name, your address and the names of any other adult residents of your address.

The legal basis for collecting your data is that we have a legal obligation under the Local Government Finance Act 1992 to administer and collect Council Tax. As the data we collect is a statutory requirement, if you do not provide your personal details your liability for Council Tax may be incorrect.

The Council may, based on your circumstances, collect data concerning your health. This allows us to assess disregards and/or reductions to which you may be entitled. The legal basis for processing this data is that it is necessary for reasons of substantial public interest as we have a duty to protect public funds and ensure disregards/reductions are applied correctly.

Your information may be shared internally with other Council Departments, externally with other local authorities, externally with organisations responsible for auditing the Council, externally with Credit Reference Agencies, externally with the Department for Work and Pensions. We share this information to allow us to ensure your liability for Council Tax is correct and to enable collection of Council Tax. Your data will be stored in accordance with Council Tax recovery procedures, and for a minimum of 7 years. To keep your data secure, it will be held on a password-protected network; with access restricted to staff that have a business need to access your data.

You have the:

- Right to be informed
- Right to access
- Right not to be subject to automated individual decision-making, including profiling
- Right to object or restrict processing
- Right to data portability
- Rights to correction and deletion

You have a responsibility to contact Dumfries and Galloway Council to update your information if it changes.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire

Telephone: 0303 123 1113