

## COUNCIL TAX

### APPLICATION TO BE DISREGARDED AS A PERSON IN DETENTION

Account Ref \_\_\_\_\_

Property Ref \_\_\_\_\_

Name of Liable Person \_\_\_\_\_

Property Address \_\_\_\_\_

Daytime Tel. No. \_\_\_\_\_

Email Address \_\_\_\_\_

#### Part A - To be completed by the Institution

Name of person in detention \_\_\_\_\_

Prisoner Number \_\_\_\_\_

Date detained \_\_\_\_\_

Expected release date \_\_\_\_\_

Name and address of place  
of detention \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Declaration

I declare that the person named above is detained in this Institution and that the dates given above are correct. I will notify Revenue Services immediately should the person be released from detention.

Signed \_\_\_\_\_

Stamp of institution

Print name \_\_\_\_\_

Status \_\_\_\_\_

Date \_\_\_\_\_

**Part B - To be completed by the liable person**

Names of all residents 18 years or over \_\_\_\_\_  
\_\_\_\_\_

If anyone has recently left this property please confirm their name, the exact date they left and their forwarding address \_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_

**Second Adult Rebate**

If you have another adult, other than a spouse or partner, residing with you who has a low income but does not qualify to be disregarded for Council Tax you may be entitled to a Second Adult Rebate. Your own income is not taken into account when deciding your entitlement.

If my application for a disregard is unsuccessful I would like to apply for a second adult rebate.

Yes / No \* (\*delete as appropriate)

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](http://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](mailto: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](mailto: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