

Council Tax Application to be Disregarded (Severely Mentally Impaired)

Part A – Details of the applicant (the severely mentally impaired person)

Account Ref: _____ Property Ref: _____

Name of Applicant: _____

Property Address: _____

Daytime Tel. No: _____

Name(s) of all other adults resident: _____

Email Address _____

Part B - To be completed by a registered medical practitioner

Please confirm whether or not this individual meets each of the following criteria

They have a severe impairment of intelligence Yes____ No____

They have a severe impairment of social functioning Yes____ No____

Both of these appear to be permanent Yes____ No____

Note: If all three criteria are not met please do not complete this form any further

I declare that the person named in Part A meets the above criteria and has done so

from _____ (please insert exact date).

Signed: _____

Practice/Hospital Stamp

Print name: _____

Status: _____

Date: _____

Part C – To be completed by, or on behalf, of the applicant

The applicant is entitled to the following benefit or allowance

	Incapacity Benefit
	Employment Support Allowance
	Severe Disablement Allowance

	Unemployment Supplement/Allowance paid with a war pension or industrial injuries
	Constant Attendance Allowance paid with a war pension or industrial injuries
	Disability Living Allowance at middle or high rate
	Personal Independence Payment Daily Living Component
	Attendance Allowance
	Income support with the Disability Premium on incapacity grounds
	Working Tax Credit that includes the Disability Element
	Universal credit
	Is over state pension age and would have been entitled to one of the above benefits if under state pension age

Date the above benefit or allowance started _____

You must provide proof of your entitlement to the qualifying benefit or allowance to enable us to process your application.

I authorise the following person to act on my behalf

Name: _____

Relationship: _____

Address: _____

Daytime Tel. No: _____

Do you wish all future correspondence be issued to the above person? _____

Declaration – To be completed by or on behalf of the applicant

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 or post it to the address above.

Our office at Carruthers House is now closed. For enquires please visit 52-60 Queensberry Square, Dumfries.

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