



APPLICATION FOR
COUNCIL TAX DISCOUNT
FOR
SEVERE MENTAL IMPAIRMENT

Customer, Business & Corporate
Support Directorate
Suzanne Jones
St Albans District Council
Council Tax Section
District Council Offices
Civic Centre, St Peters Street
St Albans, Herts. AL1 3JE
Telephone: (01727) 866100

Date: _____

NOTE FOR PERSON ASSISTING APPLICANTS:

You should complete this form and send it along with any evidence of entitlement to benefits to the applicant's doctor. In most cases, the doctor will be familiar with the applicant's medical history and may not need to see him/her before completing the certificate.

Full Name of Applicant: _____

Address: _____

I declare that the person named above is in receipt of one or more of the benefits listed overleaf and I enclose evidence of such entitlement.

Doctors Name (This will normally be the applicant's GP): _____

Address of Surgery/Hospital: _____

Full Name of Person acting on Applicant's behalf: _____

Relationship to Applicant: _____

Address: _____

I confirm that I have read the privacy notice attached.

Signature of Person acting on Applicant's behalf: _____

Date: _____

REQUEST TO DOCTOR:

Please complete the certificate stating whether the person named is severely mentally impaired. Please send this application form, the enclosed documents which relate to the applicant's entitlement to benefits and the certificate to St Albans District Council, PO Box 2, Civic Centre, St Peters Street, St Albans, Herts AL1 3JE in the envelope provided.

**QUALIFYING BENEFITS FOR COUNCIL TAX DISCOUNT
FOR SEVERELY MENTALLY IMPAIRED PEOPLE**

To qualify for Council Tax discount, a person who is severely mentally impaired must be in receipt of one of the following benefits or, in the case of a benefit which ceases to be payable on reaching pensionable age, have been in receipt of that benefit until it ceased for that reason:

- a. an incapacity benefit under section 30A of the Social Security Contributions and Benefits Act 1992:
- b. an attendance allowance under Section 64 of that Act:
- c. a severe disablement allowance under Section 68 of that Act:
- d. the care component of a disability living allowance under Section 71 of that Act, payable at the highest rate under Section 72(4)(a) or at the middle rate under Section 72(4)(b) of that Act;
- e. an increase in the rate of his disablement pension under Section 104 of that Act (increase where constant attendance needed):
- f. a disability working allowance under Section 129 of that Act for which the qualifying benefit is one falling within subsection (2)(a)(i) or (ii) of that section, or is a corresponding Northern Ireland benefit:
- g. an unemployability supplement under Part 1 of Schedule 7 to that Act;
- h. a constant attendance allowance under:
 - i. article 14 of the Personal Injuries (Civilians) Scheme 1983: or
 - ii. article 14 of the Naval, Military and Air Forces etc. (Disablement and Death) Service Pensions Order 1983 (including that provision as applied, whether with or without modifications, by any other instrument);
- i. an unemployability allowance under:
 - i. article 18(1) of the Personal Injuries (Civilians) Scheme 1983; or
 - ii. article 18(1) of the Naval, Military and Air Forces etc (Disablement and Death) Service Pensions Order 1983 (including that provision as applied, whether with or without modifications, by any other instrument).

Paragraph (j) added by SI 1994/543: has effect only from 1 April 1994.

- j. income support where the applicable amount includes a disability premium in respect of which the additional condition in paragraph 12(1)(b) of Schedule 2 to the Income Support (General) Regulations 1987 is satisfied.

Paragraph (k) and article 3(3) added by SI 1996/636; has effect only from 1 April 1996.

- k. incapacity benefit under sections 40 and 41 of the Social Security Contributions and Benefit Act 1992(d)

Article 3(3) The requirements in this paragraph are –

- (a) that the person in question has reached pensionable age as defined for the purposes of Parts I to VI of the Social Security Contributions and Benefits Act 1992(c) and
- (b) that had he not reached pensionable age he would have been in receipt of one of the benefits (a – k) listed above.



**COUNCIL TAX
CERTIFICATE FOR
SEVERE MENTAL IMPAIRMENT**

**St Albans District Council
Council Tax Section**
District Council Offices
Civic Centre, St Peters Street
St Albans, Herts. AL1 3JE
Telephone (01727) 866100

Ref No:

This certificate is for use in deciding whether the person named is severely mentally impaired for Council Tax purposes.

For the purposes of the Local Government Finance Act 1992, a person is severely mentally impaired if he/she has a severe impairment of intelligence and social functioning (however caused) which appears to be permanent.

FULL NAME OF APPLICANT: _____

ADDRESS: _____

*In my opinion, the person named above is severely mentally impaired and has been so from
(date): _____.*

I confirm that I have read the privacy notice attached.

Doctor's Signature: _____

Doctor's Full Name in Block Capitals: _____

Surgery/Hospital Address: _____

Doctor's Status (GP, etc.): _____

Date: _____.

To the Doctor:

Please return this certificate, once completed, to the Applicant of the person assisting them.

Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect.

What personal information do we collect?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation [Art. 6(1)(c) of UK General Data Protection Regulation ("UK GDPR")]. This means we collect the personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting the personal information for the purposes of Council Tax.

If you are providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2) UK GDPR.

We share your data with the ONS under public interest (Art.6(1)(e) of the UK GDPR) because it is necessary for the collection of statistical purposes.

How will we use the information?

We use the information to process Council Tax. We will only share the information to enable us to deal with this matter.

If you provide us with details such as your e-mail address or your telephone number, we may contact you via these methods for the purposes of the collection of Council Tax.

We may share the information with other council departments, enforcement agents, landlords and agents.

We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will share the data you provide with the Office of National Statistics (ONS) for their statistical purposes. They will use the data in a non-anonymised format for various statistical purposes, including, but not limited to, verification of the Census. The ONS will not share non-anonymised data externally. Any data published will be anonymised

We may share the personal information you provide with CIFAS for the purpose of fraud prevention. They may share this with other organisations, including fraud agencies and local authorities which are specified on their [website](#).

If any of the information you provide is inaccurate or if fraud is detected, this may affect your ability to access certain services from us. Anyone knowingly making a false statement may be liable for prosecution. We will also share your personal data with CIFAS. CIFAS may share it with other organisations and they could refuse certain services, finance or employment as a consequence.

Further details of how your information will be used by CIFAS and their members, and your data protection rights, can be found here <https://www.cifas.org.uk/fpn>.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

The ONS will retain the data as long as they consider it necessary for statistical purposes. This means they may retain it for a significant period of time.

CIFAS and other fraud agencies will retain your personal information in accordance with their disposal schedules, this can be up to a period of six years. Fraud prevention agencies such as CIFAS may transfer your data outside of the European Economic Area (EEA), however they will impose contractual obligations to protect your personal data if they do this.

Individuals' Rights

Data subjects have a right to request a copy of the personal information that we hold about them. If you or the data subject would like a copy of some or all of the personal data held by the Council, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

You are able to seek information from the ONS by submitting a request to them: <https://www.ons.gov.uk/aboutus/transparencyandgovernance/freedomofinformationfoi>

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <https://www.stalbans.gov.uk/cookies>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notices/GDPR%20Personal%20Data%20Policy.pdf>. We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 819209 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle the information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.