

Council Tax Discretionary Fund Scheme Application (S13A)



Name:

Address:

Daytime phone number:

E-mail address:

Council Tax Account Reference (this is shown on your Council Tax Bill):

This application should be completed after reading our Council Tax Discretionary Discount Policy. This is not an application for means tested Council Tax Reduction. As per our policy, anyone claiming a Discretionary Reduction in their Council Tax will be encouraged to apply for Council Tax Reduction (CTR) first. Details on how to make a claim for CTR can be found at www.stalbans.gov.uk/difficulty-paying

Please note if you are completing this form on behalf of a third party we will require written authorisation from them for you to act on their behalf.

1. What are your reasons for applying for a Council Tax Discretionary Discount?
(i.e. financial difficulty, other debts)

2. What are you doing to improve your financial situation?
(i.e. making arrangements to clear arrears, increasing working hours/moving into work)

3. Please tell us how your circumstances might change in the future to allow you to meet the shortfall in your Council Tax?

4. Have you or a family member any health problems, disabilities or special dietary needs? If you have any additional expenses due to health reasons, please tell us about them here.

Please send any supporting evidence when you return this form.

5. Regarding discretionary expenditure such as TV packages – have you taken any steps to reduce your packages and payments?

6. Regarding loans, arrears and any other debts – have you taken any steps to reduce the amounts owed or current payment arrangements? (i.e. have you been to a financial advice agency like Citizens Advice / Stepchange?)

Income

Please provide details of all money coming into the household on a weekly basis. This includes any income **you and your partner receive** and if any other adults resident in the property contribute any money towards the household on.

	Amount per week (£)
Income Support / Job Seekers Allowance	
Employment and Support Allowance / Severe Disablement Allowance	
Working Tax Credit / Child Tax Credit	
Universal Credit	
Wages / Salary Who is your employer?	
Child Benefit	
Child Maintenance	
Disability Living Allowance / Personal Independence Payment	
Attendance Allowance	
Carer's Allowance	
Contribution from other adults in household	
Other Income (please specify)	
Other Income (please specify)	
Other Income (please specify)	
Total Weekly Income	

Unless you are currently receiving means tested Council Tax Reduction you may be asked to provide evidence of your income.

Bank Accounts, Investments and other Capital

Please provide details of all bank accounts, investments and any other capital or properties held.

Type of savings (bank / building society account / other)	Amount held

You may be asked to provide bank statements to support your application.

Expenditure

Please provide details of all expenses that the household has on a regular basis. You will need to make it clear how much is spent on a weekly basis. When detailing how much you pay each week please include any arrears that you also paying off.

	Amount per week (£)
Food	
Toiletries and Household Products	
Gas	
Electricity	
Water Rates	
Council tax	
Rent / Mortgage Payments	
Internet	
Cable / Satellite TV	
Telephone	
Mobile Phone	
Petrol / Diesel	
Public Transport	
TV License	
Clothing	
Vehicle Expenses	
Home Insurance	
Life / Pet Insurance	
Alcohol / Tobacco / E-Cigarettes.	
Prescription costs	
Childcare costs (including school clubs)	
School meals	
Other (please specify)	
Other (please specify)	
Other (please specify)	
Total Weekly Expenditure	

You may be asked to provide evidence of some of your expenditure.

Loans and Debts

Please give details of all loans and debts that are currently outstanding, including total amount outstanding and repayments that are currently due.

	Amount outstanding (£)	Payments per week (£)
Council Tax Arrears		
Mortgage arrears		
Rent arrears		
Utility arrears		
Court fines		
Loan 1		
Loan 2		
Catalogue		
Credit card 1		
Credit card 2		
Store cards		
Other (Please specify)		
Other (Please specify)		
Total Loans and Debts		

You may be asked to supply evidence of all loans and debts.

Other Information

Please use the box below to provide any other information that may be of use in assessing your application:

Declaration

I confirm the details given are correct and I will notify you of any changes to my household income, capital or other circumstances as soon as any change happens. I understand that if I give information that is false this could lead to legal proceedings being taken against me.

By making an application I authorise St Albans City and District Council to check the information I have declared on this form against other records held by the Council, including Housing Benefit and Council Tax Support records, Council Tax Records and information held by the Housing Department.

Your signature:

Print name:

Date:

Once completed this form can be scanned or photographed and emailed to counciltax@stalbans.gov.uk Please include the eight digit Council Tax account number in the subject line of your email, like this <12345678>. If you cannot send the form by email please send it to: **Council Tax, St Albans District Council, Civic Centre, St Peters Street, St Albans, AL1 3JE.**

Privacy notice – Council Tax Discretionary Discount Application Form

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 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 departments within the council and enforcement 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 Judith Adamson, Solicitor – Regulatory Team Leader. She can be contacted by emailing GDPR@stalbens.gov.uk or calling 01727 866100 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@stalbens.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.