



COUNCIL TAX - DISABLED BAND REDUCTION

This form is to be completed to apply for a lower Council Tax Band due to the needs of a disabled person within the property.

Applications are considered in accordance with the Council Tax (Reductions for Disabilities) Regs 1992)



Please return this form by e-mail to Revenues.Inspectors@stalbans.gov.uk
Or by post to: SADC, Civic Centre, St Peter's Street, St Albans, AL1 3JE

Account Reference:

(Please see your most recent Council Tax Bill.)

1 Applicant's Name:

(Only persons who are liable to pay the Council Tax can apply for a reduction)

Applicant's Address: _____

Daytime Phone No: _____ E-Mail Address: _____

2

Disabled Person's Name:

(The disabled person must be living in the dwelling for which the reduction is being sought)

3 Grounds for Application

Is there:

TICK IF APPLICABLE

- | | YES | NO |
|--|--------------------------|--------------------------|
| i) A room* which is predominantly used by and required for meeting the needs of the disabled person?
<i>(*Not a kitchen, bathroom or toilet)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) An additional bathroom* or kitchen for the use of the person with the disability;
<i>(*Must be a bathroom and not just a toilet, for example)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) A wheelchair used indoors by the disabled person? | <input type="checkbox"/> | <input type="checkbox"/> |

4

Declaration

The information given on this form is correct. I undertake to notify you immediately if I believe that I am no longer eligible for a reduction granted in respect of this application.

I confirm that I have read the privacy notice attached.

Signature of Applicant _____

Date: _____

NOTES

In assessing this application, the authority will need to be satisfied:

- a) That there is a disabled resident who needs either space for a wheelchair to be used inside the home, or a special or additional kitchen, bathroom, or other room;

and

- b) That this space or room is essential or of major importance to the well being of the disabled resident because of the nature and extent of his disability.

To enable us to consider this application we will need to see a letter or a report from the disabled person's doctor or another qualified professional (such as an occupational therapist or social worker) which confirms that they need an extra room or additional space within the property because of their disability.

We normally **also** require photographic evidence of the additional room which is used by the disabled person or photographs of medical equipment like wheelchairs or a dialysis machine.

If for whatever reason you do not have this evidence we may still be able to consider your application but it is likely we will need to contact you again about it. In some instances, especially where evidence is not available, we may need to visit your property.

Please note that the fact that a disabled person *uses* a room in the property will not usually on its own lead to a reduction. Everyone needs somewhere to sleep, eat, live, etc but sometimes there has to be a room especially to meet the needs of a disabled person. The room can either be an existing room or an additional room/extension but there must be a causal link between the person's disability and the use of the room. It is important to note that it is the room that must be of importance to the disabled person, not necessarily what is in the room, unless the room has been physically adapted.

Example of rooms that *may* qualify are:
a purpose built therapy/treatment room,
a room used to store equipment, bandages, wheelchair, etc
a room adapted for use as dialysis

Changes to the property such as:
putting in a stair lift
putting in grip rails or ramp access
putting in movable equipment (commode etc)
do not *necessarily* mean you would get this reduction.

When considering applications local authorities are required to have regard to all relevant caselaw and guidance.

Once completed this form should be scanned or photographed and returned by email with evidence such as a letter from a doctor, photos etc (please see above) to:
revenues.inspectors@stalbans.gov.uk

Please include the eight digit Council Tax account number in the subject line of the email, like this <**12345678**>. If you are not able to email it to us please send it by post to **Council Tax, St Albans District Council, Civic Centre, St Peters Street, St Albans, AL1 3JE**. If you require assistance completing this form please ring the Council Tax section on 01727 866100.

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 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 Judith Adamson, Solicitor – Regulatory Team Leader. She can be contacted by emailing GDPR@stalbans.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@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.