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FOR OFFICE USE ONLY									
UPRN Ref									
CTX Ref									
Date of Issue									

Council Tax Discount: Claim Form Persons with a Severe Mental Impairment

Background

A full Council Tax Bill assumes that there are two adults (aged 18 or over), living in a household. If there are less than two adults living there, a discount may be due.

Persons with a severe mental impairment are not counted with adults when working out a discount.

A property occupied only by persons with a severe mental impairment is exempt from Council Tax - this means that no tax is payable.

How to Claim

Please fill in this form and return it to this office. The form should be filled in by the Council Tax payer, or by their representative. Section 5 should be completed by a doctor.

Section 1: Names of all residents in the household (aged 18 or over)

Title	Forename	Surname

Section 2: Your details - representative or Appointee Details

(If you are filling in the form on behalf of the Council Tax Payer)

Your name

Title	Forename	Surname

[illegible]Post Code:

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Relationship to the person named in Section 3

[illegible]

Section 2: Continued

Property Address

[illegible]

If you would like the Council Tax correspondence to come to you, tick here ☐

Section 3: About the person with the severe mental impairment

[illegible]

This person is entitled to:	Please tick	This person is entitled to:	Please tick
Incapacity Benefit (Formerly Invalidity Benefit)	<input type="checkbox"/>	Constant Attendance Allowance as part of a War Pension or an Industrial Injuries Benefit	<input type="checkbox"/>
Employment & Support Allowance	<input type="checkbox"/>	An Unemployment Supplement to Industrial Injuries Benefit	<input type="checkbox"/>
Attendance Allowance	<input type="checkbox"/>	An Unemployability Allowance as part of Industrial Injuries Benefit or War Disablement Pension	<input type="checkbox"/>
Constant Attendance Allowance	<input type="checkbox"/>	Income Support which includes a Disability Premium on the grounds of incapacity for work	<input type="checkbox"/>
Severe Disability Allowance	<input type="checkbox"/>	Universal Credit which includes limited capability for work and work related activity	<input type="checkbox"/>
Middle or higher care component of Disability Living Allowance	<input type="checkbox"/>		
Daily Living Component (PIP)*	<input type="checkbox"/>		
Disability Working Allowance	<input type="checkbox"/>		
Date benefit awarded from: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

(If entitled to more than one benefit award, give the date of the first award)

Please enclose evidence of the benefit payment, such as a copy of the award letter.

* Personal Independence Payment

Section 4: Declaration

I declare that all the information given on this form is a true and full statement.

I have enclosed evidence to support my claim.

I shall notify the Council immediately of any changes in circumstances.

Signed _____

Date

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[illegible]

Email Address

Section 5: For completion by a registered medical practitioner

Background

For Council Tax purposes a person is severely mentally impaired if he or she has a severe impairment of intelligence and social functioning (however caused) which appear to be permanent.

Declaration

In my opinion the person named in section 3 is severely mentally impaired and has been so from

Date / /

Doctor's name (block capitals)

Title

Forename

Surname

Surgery/Hospital Address

Post Code

Status (G.P. etc)

Signature

Date

Data Protection Statement

In line with Data Protection legislation and as the data controller Clackmannanshire Council will process your personal information for the purposes of collecting any Council Tax you owe us as per Local Government Finance legislation.

The Council has a duty to manage public funds properly.

As a result, we will use the information you provide to make sure all amounts we are owed are paid on time (for example by identifying people who have not yet paid their Council Tax and claim benefit they are not entitled to).

Revenue Service will also use personal data held for Council Tax Reduction purposes to assist in the processing of all claims made for Welfare Benefits and the Scottish Welfare Fund.

In addition to the stated purposes, we are also legally obliged to share certain data with other public bodies such as DWP and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate. We may also check your details with other organisations for the purposes of confirming who is living at a particular address.

We may also use your information to create management information, including statistical analysis to help combat fraudulent claims and improve customer service and satisfaction.

The council maintains a records retention and disposal schedule which sets out how long we hold different types of information for.

You have the following rights:

To be informed - this right requires us to provide you with certain information when we receive personal data from you.

To have access to your personal data

To ask us to rectify any inaccurate personal data about you

To exercise a limited right to ask that we erase personal data that we use about you

To ask us to restrict our use of your personal data until such time as a dispute about accuracy or the Council's use of your personal data can be established

To make an objection to us about our use of your personal information based upon your particular circumstances

If you wish to exercise any of your rights, you should contact the Council's Data Protection Officer on 01259 450000 or email: dpo@clacks.gov.uk

Complaints

If you are dissatisfied about the way we have used or are using or intend to use, your personal data, including where you believe we have not complied with your rights under data protection laws. The commissioner will investigate any complaints and will inform you of progress and the outcome of your complaint.