



Rutland County Council

Rutland County Council

Catmose

Oakham

Rutland

LE15 6HP

telephone: 01572 722 577

fax: 01572 758 307

email: enquiries@rutland.gov.uk

web: www.rutland.gov.uk

DX: 28340 Oakham

Owner/Occupier Name and Address:

COUNCIL TAX DISABLED BAND REDUCTION APPLICATION for people that have made adaptations or alterations to their home

Property Reference Number:

Date of issue:

Please fill in this form and return it to us within 21 days of the date shown above.

Please provide the full name of the person who is disabled		
Does your property have any of the following features which are essential, or of major importance to the wellbeing of the disabled person at Q1 Q2 and Q3 below		
1. A room (other than a bathroom, kitchen or toilet) which is used mainly by the disabled person e.g. a room that is used to store dialysis equipment or a ground floor bedroom	Yes	No
If yes to Q1 above, please provide details of what the room is used for and why this is essential or very important to the wellbeing of the disabled person		
2. An additional bathroom or kitchen for the use by the disabled person	Yes	No
3. Extra space inside the property to allow for the use of a wheelchair	Yes	No
4. What date was the adaptation/alteration completed on?	dd/mm/yyyy	
5. Can you provide a brief description of the nature of the disability; we need to establish that the disability is substantial and permanent		
6. We will need to arrange to visit the property to see the adaptation or alteration, please provide your daytime contact telephone number		

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to dataprotection@rutland.gov.uk or by writing to us at **Data Protection, Catmose House, Oakham, Rutland LE156HP**

Your information will be used so that we can administer your council tax account and collect council tax from you in accordance with the requirements of the Local Government Finance Act 1992 (and any subsequent legislation and regulations which apply)

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share it with other local authorities, civil enforcement agents and other organisations to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for seven years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

Your declaration

I understand the following:

I declare that the information I have given on this form is correct and complete. If I give information that is incorrect or false you may impose a civil penalty of £70.

I must notify you of a change in my circumstances which might affect any discounts, reductions and exemptions that I receive, within 21 days of the change happening.

Signature:

Date: