



# Rutland County Council

Rutland County Council  
Catmose  
Oakham  
Rutland  
LE15 6HP

telephone: 01572 722 577  
fax: 01572 758 307  
email: [enquiries@rutland.gov.uk](mailto:enquiries@rutland.gov.uk)  
web: [www.rutland.gov.uk](http://www.rutland.gov.uk)  
DX: 28340 Oakham

Owner/Occupier name and address:

## COUNCIL TAX DISCOUNT APPLICATION for people that are Severely Mentally Impaired

Property Reference Number:

Date of issue:

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

### PART A

Please provide the <b>full name</b> of the person who is Severely Mentally Impaired		
Please circle <b>Yes</b> or <b>No</b> to any of the following benefits that the severely mentally impaired person is entitled to:		
Incapacity Benefit ( under section 30a of the Social Security and Benefits Act 1992	Yes	No
Attendance Allowance	Yes	No
Severe Disablement Allowance	Yes	No
The care component of Disability Living Allowance payable at the higher or middle rate	Yes	No
An increase in the rate of Disablement Pension	Yes	No
Disability Working Allowance	Yes	No
Unemployability Supplement or Allowance	Yes	No
Constant Attendance Allowance	Yes	No
Income Support where the applicable amount includes a disability premium	Yes	No
Incapacity benefit under sections 40 & 41 of the Social Security Contributions Act 1992	Yes	No

Please provide documentary evidence of any of the above benefits that are being paid. e.g. a Department for Work & Pensions entitlement letter.

Please state the date the benefit(s) started	
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Please read the processing notice and ask the applicants Doctor to complete Part 2 below

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](mailto:dataprotection@rutland.gov.uk) or by writing to us at **Data Protection, Catmose House, Oakham, Rutland LE15 6HP**

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:

### Contact Information

Please provide your contact details in case we need to contact you about your account.

You do not have to provide your details but it will help us to contact you quickly if we have a question about your council tax account.

Phone:

Email:

## PART B

### Certificate to be completed by a Doctor

Please provide the <b>full name</b> of your patient	
Please provide the <b>address</b> of your patient	
Doctors Statement :  I confirm that the person named above is severely mentally impaired of intelligence and social functioning, which appears to be permanent.  He/ She has had this impairment since (dd/mm/yyyy) .....	
Doctors Name (print)	
Signature	
Date	
Address of surgery/medical practice	

Thank you for completing this certificate.

The completed certificate at Part B and the rest of the application form at Part A, along with supporting documentary evidence should be returned to Rutland County Council, Catmose, Oakham LE15 6HP